



Ouseley's Situations and  
Appointments that Pay.



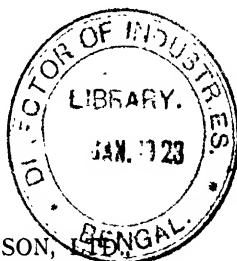
# Situations and Appointments that Pay.

Posts, Positions and Occupations Available to the  
Average Man and Woman, Young and Old; with  
Practical Information on How to Start Business  
on One's Own.

Compiled by

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London :

**J. M. OUSELEY & SON, LTD.**

**9, JOHN STREET, ADELPHI, W.C. 2.**



## PREFACE.

TO paraphrase the old classic saying, the times are constantly changing, and we change with them. And money, and its relative value is always changing, too, and so frequently, indeed, as to keep the finger of time constantly on the go altering the last value to a higher or lower figure.

In a work like this, it is almost impossible for the most careful man to avoid falling into error, or some little inaccuracy, touching, say, the value or financial worth of some given situation or appointment owing to the scale of wages being more or less always moving either backward or forward, but mostly forward.

At any rate, the reader may be assured that wherever a salary or a wage has been mentioned in connection with an appointment or a situation, the figure given may be taken as approximately near the actual thing, if it is not the actual amount itself. It will serve as a guide, and so long as you are led aright, that's the thing that matters.

In addition to much original matter used in the following pages, we express our indebtedness to the authors, compilers and publishers of the economic works, from which we have quoted a few general statistics and facts, as also to several departments of the government, whose authorities kindly favoured us with information, as well as those of other public bodies.

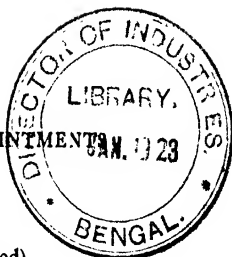
We pass this book to the reader, therefore, feeling sure that the many facts and statements it carries in connection with the hundreds of appointments and situations it bears testimony to, are true, reliable and accurate, as far as human thought, care, and precision go.

THE COMPILERS.





SITUATIONS AND APPOINTMENTS  
THAT PAY.



Accountants (Chartered).

TO become a chartered accountant the candidate, whose age must be over sixteen, must pass the Preliminary Examination of the Institute of Chartered Accountants, Moorgate Place, London, E.C. An examination fee of £2 2s. is charged. Articles must be entered into with a member of the institute in practice in England or Wales, for five years; in the case of graduates of a university for three years.

The Intermediate Examination cannot be taken before the expiration of half the term of service, but candidates must present themselves during their term of service.

The final examination is held after the completion of the term of service under articles. Subjects of examination are: *Compulsory*—Preliminary: English composition, arithmetic, algebra (to quadratic equations, inclusive), Euclid (the first four books), geography of Great Britain and Ireland, and Spain and Portugal, and their Colonies, history of England (from B.C. 55 to A.D. 1886), Latin, elementary. *Optional subjects*—any two of the following: Latin, Greek, French, German, Italian, Spanish, higher mathematics, physics, chemistry, animal physiology, electricity and magnetism, light and heat, geology, stenography (seventy words per minute, and transcription).

The subjects for Intermediate and Final Examinations are Bookkeeping and Accounts

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(including partnership and executorship accounts); auditing; the rights and duties of trustees, liquidators, and receivers; the principles of the law of bankruptcy and of the law relating to joint stock companies; the principles of mercantile law and of the law of arbitrators and awards.

The Society of Incorporated Accountants and Auditors admit members by examination. Particulars from the Secretary, 50, Gresham Street, London, E.C.

The London Association of Accounts, Ltd. (by guarantee), incorporated 1905, also admit and elect Fellows and Associates by examination and otherwise. The designation of members is "Certified Accountant."

There are many ways in which a qualified accountant can add to his income by acting as a Secretary to a Limited Liability Company or to a Building Society, or to any other institution where it is an advantage that the executive official should have a thorough knowledge of bookkeeping and company law.

Efficient Clerks in the offices of good firms of accountants get fair salaries, from £120 to £400 or £500 a year for first-class men who are qualified.

### Actuaries.

**A**N actuary is an accountant who has made a special study of fire and life and other insurance calculations, especially of the chances of longevity in life insurance. Actuarial insurance work has now been reduced to a science, and many of the actuaries in the leading insurance companies are graduates in mathematics of the various universities.

Some leading actuaries may draw salaries of

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£1,000 a year. Assistants in an actuarial department are paid salaries from £80 to £400 or £500 a year for qualified men.

For particulars of the conditions of membership of "The Institute of Actuaries," apply to the Secretary, Staple Inn Hall, W.C.

### Advertising.

OWING to the increasing competition in business, advertising has become an important department of our commercial life. Large firms have established departments of publicity, staffed by men of ability, drawing excellent salaries of varying amounts, from, say, £200 to £500 a year, and sometimes more. The largest salaries are earned by those who are most faithful in suggestions and new and striking ideas.

A publicity department naturally divides itself into two branches.

(a) The person who designs and writes out the advertisements, which must be of such a striking and ingenious character as to attract the eye of the reader and hold his attention. Some of our cleverest artists, especially in black and white, earn large incomes by designing striking advertisements for publications and posters on walls and announcements in trains, trams, steam boats, and all kinds of public places.

(b) The other department of publicity in which sometimes large incomes are earned is that of canvassing for advertisements. The remuneration is generally in the form of a small permanent salary, to which a commission is added on orders secured and paid for.

The worker in (a) requires much natural ingenuity, and the worker in (b) much tact and

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indomitable perseverance. A good general education is a necessary preliminary in both cases.

Advertising and publicity form a very interesting and remunerative branch of our commercial life. Vacancies are usually advertised in the daily newspapers.

If you believe you have the talent for this class of work, then it must be shaped in proper channels. There are many good schools and institutions where the necessary perfecting is carried out, or private evening classes. Watch the advertising announcements. If you are yet young, and have no responsibilities, you should be advised to put yourself in the hands of a friend, who might introduce you to a firm of advertising specialists with a view to your entering the office in some light capacity.

### Aeroplanes.

THE aircraft industry to-day promises to be one of our great industries, because of the aerial postal connections which will be established all over the world.

The aeroplane industry is now indeed a recognised staple trade, and its future is replete with a certainty that is daily becoming more and more firmly established, and which is full of suggestions for a paying career. For particulars of the various opportunities offered by this industry, write to the Aeroplane General Sundries, Ltd., Aircraft Works, 69, Fulwood House, High Holborn, W.C.1; Graham-White, Aviation Co., Ltd., Hendon, N.W.9.

Useful information may be obtained also from the Secretary, Aeronautical Society of Great Britain, 11, Adam Street, Adelphi, London, W.C.

**Agriculture, Institutions for Teaching.**

**P**ARTICULARS of courses of training in the various subjects of agriculture may be obtained from the Secretaries of the following institutions: Armstrong College, Newcastle-on-Tyne.

University, Leeds.

School of Agriculture, University of Cambridge.

School of Rural Economy, University of Oxford.

University of Manchester.

University College, Bangor.

University College of Wales, Aberystwyth.

University College, Reading.

British Dairy Institute, Reading.

Midland Agricultural and Dairy College, Kingston-on-Soar, Notts.

Eastern Counties' Dairy Institute, Ipswich.

The National Agricultural Examination Board grants on examination results National Diplomas in Agriculture and Dairying.

Write to Secretary, Royal Agricultural Society of England, 16, Bedford Square, London, W.C.

**Appointments in Museums.**

**A**SSISTANTSHIPS (British Museum).—Age limits, 20 to 25; commencing salary, £150; examination fee, £5; necessary forms from the Secretary, Civil Service Commission.

Appointments are made exclusively by the three principal trustees, who are the Archbishop of Canterbury, the Lord Chancellor and the Speaker of the House of Commons for the time being.

The departments are: Director and principal librarian's office, printed books, manuscripts, prints and drawings, Egyptian and Assyrian antiquities, Greek and Roman antiquities, coins

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and medals, and British and mediæval antiquities and ethnography.

Here are particulars of the examination which candidates are required to undergo. The examinations are competitive, at least three candidates being nominated to compete for each vacancy.

Limits of age, above 20 and not above 25 years on the first day of the examination.

Subjects of examination for the several departments:—

Director's Office.—Latin, German and French, English composition, précis, English history, geography, bookkeeping.

Department of Printed Books.—Greek, Latin, German and French, English composition, the history of English or French or German literature.

Department of Manuscripts.—Greek, Latin, German and French, English composition, English history, the elements of Greek and Latin palæography and of English.

Department of Oriental Printed Books and Manuscripts.—Either Greek or Latin, either German or French, an Oriental language (which may be selected to meet the requirements for the time being of the department), the history of the literature of the Oriental language selected, and English composition.

Departments of Prints and Drawings.—Greek, Latin, German and French, English composition, history of Renaissance and modern art, with questions on the schools and methods of engraving, and practical tests.

Department of Egyptian and Assyrian Antiquities.—Either Greek or Latin, either German or French, Hebrew or some other Semitic language,

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English composition, ancient history of Egypt and Western Asia.

Department of Greek and Roman Antiquities.—Green, Latin, German and French, English composition, Greek and Roman archæology.

Department of Coins and Medals.—Greek, Latin, German, and French, English composition, a branch of numismatics (to be selected to meet the requirements for the time being of the department).

Department of British and Mediæval Antiquities and Ethnology.—Greek, Latin, German and French, English composition, the history of a branch of mediæval art or the history of primitive culture, or of some branch of ethnography (to be selected to meet the requirements for the time being of the department), elementary drawing.

The above subjects of examination are liable to variation as the principal trustees may direct.

Candidates must pass to the satisfaction of the Civil Service Commissioners in all the subjects.

The amount of the examination fee is £5 (payable by means of a special stamp). The Civil Service Commissioners will inform each candidate before examination of the manner in which this fee is to be paid.

Appointments are probationary, and are submitted for confirmation at the end of the second year of service.

Candidates will be required to satisfy the Civil Service Commissioners that they are free from any physical defect or disease which would be likely to interfere with the proper discharge of their duties, and that their character is such as to qualify them for public employment.

Promotion.—Approximate salary, second class of assistants, £150 to £300 by annual incre-



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ments of £15. First class of assistants, £300 to £500 by annual increments of £20.

Whenever the salary of any second-class assistant reaches £300, a promotion to the first class may take place, but the trustees may select for promotion any one of the second-class assistants without regard to the amount of his salary.

They may also recommend for promotion to the first class any assistant who has served for not less than five years, on the ground of merit, but for every promotion of this kind the sanction of the Treasury will be required. The approximate hours of attendance are seven daily, and vacation is allowed as follows: Thirty days in the first year of service, thirty-six days annually in the nine years following. After ten years' service, if promoted to the first class, forty-eight days. For other information relating to appointments in the departments of zoology, geology, mineralogy and botany, application should be made to the Director of the Natural History Departments, Cromwell Road, London, S. W.

Other Museums.—For assistantships in other State museums, application should be made to the Secretary, Civil Service Commissioners.

Approximately the staff (including Natural History Museum) consists of 85 second and first class assistants—£150 to £300, and £300 to £500; one assistant secretary—£500 to £600; one clerk in charge of accounts—£650; 12 assistant keepers of departments—£520 to £650; and 11 keepers of departments—£700 to £800.

Geological Assistant Curator and Assistant Librarian.—Age limit, 18 and 25, with an extension to 30 in favour of persons continuously

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employed under Board of Education from a time when they were under 25.

Examination subjects: Obligatory—Geometrical drawing, English composition, mathematics (viz., arithmetic, algebra up to and including binomial theorem, Euclid (Books I. to IV.), and one of the following: Biology, chemistry, physics, geology, higher mathematics, applied mechanics, and machine drawing. Optional—Any two of the last group not taken as an obligatory subject, any two of the following languages: Latin, Greek, French, German (translations from and into).

Assistants, Science Branch, Royal Scottish Museum, Edinburgh.—Approximate age limit, 18 and 25, with extension to 30 in favour of persons continuously employed under the Scottish Education Department from a time when they were under 25.

Examination subjects: Obligatory—Geometrical drawing or drawing from natural history objects, English composition, mathematics (as in preceding), biology, or applied mechanics and machine drawing. Optional—Any two of the following: Chemistry, physics, geology, higher mathematics, and any two languages as in the preceding.

Approximate salaries, £125 to £250.

Assistant Art Branch, Royal Scottish Museum, Edinburgh.—Age, 18 to 25, with extension to 30, as in science branches, examination fee, 15s.

Examination subjects: Obligatory—English composition, drawing of objects of decorative art, any two of the following languages—Latin, French, Greek, German, Italian (translation from and into), the English history from the Conquest. Optional—One of above languages not taken as an obligatory subject, knowledge of art objects (tested

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by a *viva voce* examination and also by an examination and also by an examination paper), and history of some one period of art, at the option of the candidate.

Approximate salaries, £125 to £250.

Museum of Science and Art, Dublin: Assistants in the Department of Antiquities.—Age 18 to 30.

Examination subjects: English composition, history of architecture and ornament, general prehistoric archæology, early Christian art (in Ireland), any two of the following languages (translation and composition)—French, German, Italian, Irish, Latin, Greek; drawing, freehand and from models.

Technical Assistant in the Science and Art Museum.—Age, 18 to 30.

Examination subjects: Handwriting and orthography, English composition, arithmetic (including vulgar and decimal fractions), a subject at the discretion of the Department of Agriculture, translation from either French or German, or a subject of science or art prescribed by the Department of Agriculture and Technical Institute.

National Library of Ireland: Third Assistant-Librarian.—Age, 21 to 30.

Examination subjects: English composition (including handwriting, spelling and précis writing), Latin and French' (translations from), cataloguing and index making.

Board of Education, Assistant Inspectors.—Appointments are made from candidates between 23 and 35, nominated by the President of the Board.

They are usually university graduates in honours who are well grounded in the theory and practice of teaching. A university degree in honours; a

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university certificate or diploma in teaching; the elementary teacher's certificate of the Board of Education, and qualifications in special subjects, are the qualifications which assist candidates for recognition.

For the President's nomination application must be made to the Secretary of the Board of Education, Whitehall, S.W.

The approximate salary for men and women inspectors is £200 a year, rising by yearly increments of £15 to £400. That is the maximum. In the case of men there are good prospects of rising to an inspectorship, with an ultimate salary of £800 a year.

In Ireland candidates are selected from first-class teachers. Age, 23 and 29. Subjects: English composition, English history and geography, arithmetic, algebra, with logarithms, mensuration, Euclid, plane trigonometry, Latin, French, German, Irish and physics. Salary scale, £150 to £250.

### Architects.

USUALLY a lad spends a term of three years as a pupil in an architect's office, and a premium of £50 and upwards may be required. It does happen sometimes, however, that a lad who has had some special training at a technical institute will get an opportunity of entering an architect's office on a very much smaller premium. At the expiration of the three years the pupil should earn about £75 to £100 a year, and as a head-assistant later £4 or £5 a week.

This is a profession in which men may practice without a diploma; but the necessity of some professional status is becoming more and more recog-

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nised. The Royal Institute of British Architects has organised an examination, success in which confers upon the candidate associateship. There are three examinations, to which there are no age limits.

The right to use the letters F.R.I.B.A. after their names is a much-coveted honour among architects.

(I.)—The fee for the Preliminary Examination is £2 2s. Subjects (*obligatory*): Dictation, composition, arithmetic, algebra, plane geometry, geography, English history, elementary mechanics and physics, freehand drawing from the round. *Optional*: One language (Latin, Italian, French or German, geometrical drawing and drawing to scale, or elements of perspective.

(II.)—Intermediate (Fee £3 3s.) Subjects: Classic ornament, Greek and Roman architecture, mediæval and Renaissance architecture, theoretical construction and strength of materials; descriptive geometry; the projection of solids; applied construction; the nature and use of building materials.

(III.)—Final (Fee £4 4s.) Subjects: The designing of buildings; a competent knowledge of the styles of architecture and their details and a thorough knowledge of a special style by candidate, the choice being either (a) classic and Renaissance, or (b) mediæval—no further sub-divisions are allowed; a full knowledge of the properties of building materials and their application to building; also construction in all departments of building, including iron and steel work, and in relation to health, drainage, water supply, ventilation, lighting and heating; specification writing and estimating; the measurement and cost of building work; the conditions for con-

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tract; shoring, under-pinning, and dealing with ruinous and dangerous structures.

The examinations are usually held at the offices of the Institute, 9, Conduit Street, London, W., and at provincial centres.

Many posts are open to the architect under municipal authorities. In London there is a considerable staff employed by the London County Council. Smaller authorities pay by a fixed salary of, say, £400 to £900. Many assistantships are to be had in the municipal service, the rate of pay being £120 to £150 for juniors, and £200 to £300 for seniors. Posts are also to be had under Government in the War Office and Office of Works in England and Ireland.

### The Army.

FULL information can be obtained from any post office, recruiting sergeant, or volunteer headquarters.

### Army Officers.

APPOINTMENTS to commissions are obtained through various channels, differing slightly according to the particular branch of the service the candidate desires to enter. Officers in the Household Cavalry, cavalry of the line, and infantry are drawn from the following sources:—The Royal Military College, Sandhurst; the Universities; the Militia; Imperial Yeomanry; Royal Military College, Kingston, Canada; Colonial universities; Colonial local military forces; through the ranks; the Royal Military Artillery from the Royal Military Academy, Woolwich; Militia Artillery; a few commissions from the ranks as District Officers; the Royal Engineers from the Royal Military Academy, Woolwich.

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Commissions in the Army Medical and Army Veterinary Corps are given to those registered under the Medical Act and to members of the Royal College of Veterinary Surgeons. A qualifying examination has to be passed before appointment.

All particulars relating to examination, pay, etc., can be obtained from Harrison & Sons, King's Printers, St. Martin's Lane, London; or Oliver and Boyd, Edinburgh; or E. Ponsonby, 116, Grafton Street, Dublin; or through any bookseller.

In the case of those wishing to become Engineering and Artillery Officers special attention must be given to mathematics and natural science subjects. The competitive examination for admission to Woolwich is of a very high standard. The standard of admission to Sandhurst is also high.

There are several military colleges and schools for the instruction of officers.

(1) The Royal Military Academy, Woolwich, for engineering and artillery officers.

(2) The Royal Military College, Sandhurst, for the training of cadets for the cavalry, infantry and Army Service Corps.

(3) The Staff College, near Sandhurst.

(4) The Ordnance College at Woolwich.

(5) There are special schools (a) at Sandhurst, (b) at Chatham for military engineering, (c) at Hythe for musketry.

Under certain conditions university students and graduates may be given commissions.

### Artists.

SINCE Art is generally regarded as a luxury, and not a necessity, it is very risky to rely upon it wholly as a means of livelihood. Eminent artists,

## Situations and Appointments that Pay. 23

as painters or sculptors, as long as their work is appreciated, earn large incomes, but to the ordinary artist or the gifted artist whose work is not popular life is a constant struggle.

Excellent opportunities for study are given in public art schools, as well as in private studios. The fees charged in the municipal art schools are within the reach of all, and there are many free studentships.

Newspapers and periodicals are a good market, as well as publishers, for black and white work.

Clever cartoonists and caricaturists are able to earn considerable, though often unsteady, incomes.

Apply for particulars of art classes at your local Art School, or Polytechnic or Technical School in London, or to the Secretary of the local Education Committee, and in the case of London to the Education Official, L.C.C. Education Offices, Victoria Embankment, London, E.C.

Situations and appointments are advertised for teachers in the public newspapers and in the educational journals.

### Asylum Officials.

**T**HERE are many positions of all grades for men and women in asylums throughout the country. In the case of London particulars may be obtained from the Metropolitan Asylums Board, Victoria Embankment, London, E.C., and in the case of the provinces information may be obtained from the Clerk of your County Council, and from the Clerk of your local Board of Guardians.

The institutions are usually large, there are many chances of promotion, and the positions are generally permanent, and carry pensions with them.



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Municipal asylums employ a large staff of men in various positions. Candidates should apply to the Clerk of their Council to ascertain the means there adopted to fill these posts. In most places vacancies are announced in the newspapers, but in others a register of applicants is kept.

Remuneration varies according to the place, and it is proposed here to deal with the positions in the ten large asylums controlled by the London County Council.

The following is a list of relative positions and salaries:—Steward, £300, increasing by £20 a year to £400, with a house; storekeeper, £200 to £250; clerk, £200 to £350; assistant clerk, £100 to £150, increasing by £10 yearly; dispenser, £110 to £160; matron, £100 to £150; assistant matron (second class), £60, rising by £2 to £70, first class, £80 to £90; male attendant (second class), £29 to £35, first class, £36 to £43; head office, £50 to £65; female attendant in corresponding classes, £18 to £24, £25 to £33; and £40 to £50; farm bailiff, £2 2s. to £2 10s. weekly, with a house; tailor and other workmen, 30s. to 38s.; male cook, £60 to £70; butcher, £52 to £60; gardener, 25s. to 30s. and a cottage, or 5s. allowance instead.

Storekeepers, cooks and butchers are served with meals free of charge, in addition to their salary. Clerks and dispensers receive dinners free.

Matrons of each class receive board, lodging and washing. Attendants receive the same advantages, plus their uniforms and £2 a year good-conduct money.

The posts of storekeeper and steward are filled by the promotion of clerks; and assistant matrons are advanced to the position of matrons.

For the position of assistant clerkships candi-

## Situations and Appointments that Pay. 25

dates are required to have some knowledge of accounts and to understand the receipt and issue of stores.

Second-class attendants are usually appointed by the Council from a list of applicants, the age limit being for men 30, and for women 20 to 30. The higher grades of attendants are usually recruited from the subordinate ranks.

Preference is given to male candidates who are instrumentalists, or who can play cricket and football; and to women with a knowledge of music and singing.

Dispensers should hold the Pharmaceutical Society's minor certificate. The staff of a municipal hospital is similar to that of an asylum—nurses taking the places of attendants. Nurses admitted as probationers receive from £15 to £24 yearly during training, and afterwards £35 to £45. These sums carry full allowances additionally.

Nurses (under the Metropolitan Asylums Board).—There are three grades of these positions:—(1) Charge nurses at £36 a year, rising to £40; (2) first-class assistant nurses £24 to £28; and (3) second-class assistants £20 to £24. Full living allowances are made. Applicants for the second-class candidates must be 22 years of age, and must serve for two years before becoming eligible for promotion to the first-class, unless they have had a year's previous experience in a hospital or infirmary.

Assistants for the first-class must be 23 or older, and must have had a year's training at a Poor Law Infirmary, at which systematic instruction is given, or at a general hospital with a school for nurses. Two years' service is necessary for advancement to the rank of charge nurse. These must be 25 years

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old, with certificates of three years' training and examination. For forms, etc., apply Metropolitan Asylums Board, Victoria Embankment, London, E.C.

The requirements of Boards of Guardians concerning nurses in the Poor Law service vary greatly, and application should be made to the local Board. The age of probationers is from 21 to 30.

Widows without dependent children, or single women are eligible. Salary for two years' training, £12 to £16, with usual allowances; for three years' training, £10, £16 and £20. For nurses of higher grade the salaries may vary from as low as £18 to £30. Head or charge nurses (age limits 25 and 35 to 40) get £32 to £45 as resident officers. For the latter, previous training for one, two or three years is insisted upon.

### Auctioneers.

NO diploma from a public body is necessary to enable a person to act as an auctioneer. He generally starts his career as a clerk in an auctioneer's office, and learns the details of the business, including valuations of all kinds. By the Act of 1845 he must hold a licence costing £10 annually, the period being from one July to another, and the penalty for holding public sales without such a licence may be as high as £100. The income made in this business depends upon the ability and connections of the auctioneer. The clerk may only earn 30s. a week, but when he becomes a successful auctioneer his income may mount as high as several thousands of pounds annually. There are great possibilities here. Auctioneers may qualify by examination and otherwise for membership of the Auctioneers' and Estate

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Agents' Institute. Particulars may be obtained from the Secretary, 34, Russell Square, London, W.C. F.A.I. or A.A.I. are the distinguishing letters of Fellows and members respectively.

### Average Adjusters.

THESE men are experts in a certain department of marine insurance, dealing with the task of arriving at the distribution of the loss to be divided among the several underwriters and the amount which the policy-holder ought to receive after the loss of a ship, or after she has been damaged. The salaries paid are fairly high. A long training in a shipping office dealing especially with this department is the qualification. An interview by introduction with any shipowner or shipbroker will give you particulars of how to proceed, and of the local offices in which this work is a special feature.

### Bakers and Confectioners.

THIS is a trade where wages have been much improved, and there is no doubt that the present increase in wages will be maintained. It is more and more evident that for the sake of the health of the community greater attention should be given to baking as a vital industry. Technical institutions now hold special classes in scientific baking, and the youth who wants to do the best he can for himself should not neglect attendance on these classes.

In order to succeed, the baker must start with a small capital of about £150, and he must have had excellent experience in all kinds of scientific baking, as well as some acquaintance with methods of business. He must also know how to buy flour,

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and the different qualities of flour. His shop must be kept scrupulously clean. A working journeyman baker can earn over 40s. a week, the hours are long, but it is steady work all through the year.

Write for particulars of classes in bakery to the local Education Secretary.

### Banking.

AS a rule, a candidate for an appointment in any bank of standing must not be over 18, and must be nominated by one of the Directors, and accepted by the Board of Directors. The nomination by a Director may in most cases be obtained through the influence of an influential customer.

The candidate must be able to pass a comparatively simple examination in ordinary English subjects and elementary mathematics.

The original salary is low, about £30 per annum, and advances are small annually, but the social standing is an attraction, and promotion is steady.

Managers of important branches and the cashiers and chief accountants in them command moderately good salaries, usually from £300 to £600 and more, but the salary of the ordinary bank clerk is comparatively small, though now increasing.

The "blue ribbon" of the banking world in the years of training is the Diploma of "The Institute of Bankers," 34, Clement's Lane, E.C.4.

The subjects of the examination are economics, practical banking, commercial law, commercial arithmetic, English composition and banking correspondence, bookkeeping, together with French, German and Spanish as voluntary subjects. Apply to the Managers of your local Banks for particulars.

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### Barristers.

FOR a copy of the Consolidated Regulations of the several Societies of Lincoln's Inn, the Middle Temple, the Inner Temple, and Gray's Inn as to the admission of students, the mode of keeping terms, the education and examination of students, the calling of students to the Bar, and the taking out of certificates to practise under the Bar, apply to the Under-Treasurer of the Treasury in any one of the above societies.

The payments on admission are (in addition to one guinea for an admission form):—

|  | £     | s. | d. |
|--|-------|----|----|
| Stamps, £25 2s. 6d.; Fees, £15 5s. ...                   | 40    | 7  | 6  |
| Deposit (returnable on call, death or withdrawal ... ..) | 100   | 0  | 0  |
|  | <hr/> |    |    |
|  | £140  | 7  | 6  |

Instead of making the above-mentioned deposit of £100, a student has the option of giving a bond of £100, with two sureties (barristers or householders in England). A student who pays the £100 enters into a personal bond without sureties. Before commencing to keep terms a student must pay the admission fees, and attend personally at the office (with his two sureties, if any) to execute the bond.

Annual duty, £1.

Commons, 2s. 9d. per dinner.

Fee for keeping term, 10s.

|                                       | £  | s. | d. |
|---------------------------------------|----|----|----|
| PAYMENT ON CALL.                      |    |    |    |
| Stamp, £50; Fee, £37 10s. ...         | 87 | 10 | 0  |
| Commutation for annual duty of £1 ... | 12 | 0  | 0  |

£99 10 0

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No duty is payable after Call.

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### Black-and-White Artists.

**A** REALLY first-rate living is made by hundreds of men and women in London and other large publishing centres, who illustrate stories, articles, and jokes for the popular press. As good artists, who are also assiduous workers, can always find plenty to do, the first thing for a beginner is to make quite sure that he has a faculty for drawing.

The beginner should join a drawing class at a technical institute, where the art-master will soon discover his talent, if he has any, and he will be well-advised to take the art-master's opinion as the correct one.

When the young artist has developed sufficiently to begin submitting sketches to papers, he must carefully study the market he intends to appeal to. Looking through a dozen issues of one periodical he will learn its editor's wishes in the matter of illustrations, and the first sketch he prepares will be made with those wishes in view. Stamps should accompany the drawing submitted, and if it meets with success, the artist may be asked to call upon the editor.

At that interview he must be able to perceive easily what the editor wants. His own ideas about art, however great they may be, must, for the time, give place to the editor's instructions, and if he goes home and carries out these instructions to the letter he will have achieved a real success.

With hard work, £500 a year is not an ambitious sum for a young black-and-white artist to hope to earn—even early in his career.

### Book-Binding.

**T**HIS is a trade which requires a long apprenticeship, and great care in execution as well as

## Situations and Appointments that Pay. 31

an intimate knowledge of all kinds of leather and cloth. If a boy or girl has an ingenious instinct for new kinds of lettering, then the value of the work will be greatly increased. In the case of boys there is an apprenticeship of about 5 to 7 years, in the case of women arrangements can be made for an intensive training with special features, the fees varying from £70 to £100 per annum. Some of the best and most delicate book-binding work is done by women, and it is as well that women should devote themselves specially to what is known as "extra binding," for which high prices may be obtained.

Classes in this subject are held in the Technical Schools of large centres of population; full particulars may be obtained at these schools.

Ordinarily you will make application for particulars relating to apprenticeship to any bookbinding firm of good standing.

## Breweries.

[N addition to actual brewing, the various departments of an engineering works—smiths, boiler-makers, electricians, platelayers, bricklayers, etc., will be found.

Starting with a salary of 8s. a week, a lad is set to work in the bottling stores. After some while the young employee may get a rise to 12s. a week. After a time he will rise to 18s. a week, until at last he reaches 23s. a week and is employed in the fermenting-room. The young man will not get any higher unless he shows particular ability or intelligence. If he attracts the notice of the head brewer favourably, he may get an under foreman's job at 30s. to 35s. a week. By pushfulness and close energetic attention to business, he may rise



## 32 Situations and Appointments that Pay.

still higher. Another position in which boys start is as "beer boy." When he gets too old for this work he will be transferred to the engineering department, where he will gain a knowledge of the work of the fitter, the smith, and the boiler-maker. This experience is not so valuable to a young man who wants to become thoroughly educated in only one of the departments of engineering, yet the lad gets a more general experience.

Young women and girls are also employed at the breweries in the bottle-washing department. They earn 8s. a week, but many of them, when on piece-work, will reach £1 a week.

A brewer must have a knowledge of chemistry, and must be apprenticed to his profession, paying a premium of about £250. After his apprenticeship experience should be gained in brewing in various parts of the country, so that the varying effects of different kinds of water may be ascertained.

At the Municipal School of Technology, Manchester, and at the Birmingham University instruction in brewing may be obtained.

### Carpet Merchants.

TO a young man who has gone through the office of a good furnisher, with later experience as a traveller, this business offers an excellent prospect. He must have good taste in colours. A capital of £400 to £500 is required, and, besides a good and varied assortment of carpets, rugs, mats, linoleums, felts, blinds, and other furnishings should be stocked. Fittings should cost about £50, rent about £70 to £90, in a busy thoroughfare. Call personally on local firms for an interview. Salesmen are needed.

### Carpenters and Joiners.

A BOY works three or four years, beginning at about 8s. per week, after which he may get a job as an improver. The carpenter and joiner is well equipped for getting the first chance of obtaining work where a new country is being opened up, as the buildings are mostly of timber to begin with, and good mechanics can demand as much as 20s. per day in situations abroad. A good kit of tools, and the ability to make use of them, is the only outfit required. Application at a local establishment will soon discover an opening for a pushing lad. For wages and hours, apply the trade union rates.

### Chemical Industries.

THE trades connected with the science of chemistry have largely increased both in number and extent owing to the great effort maintained in our country at the present time to make us independent of Germany, and to capture the trade of Germany throughout the world in all kinds of chemicals and dyes.

In the north of England especially professorships of colour and other departments of the science of chemistry as well as research scholarships are being established, and in a short time the chemical trade in its various aspects, it is anticipated, will be one of the most extensive of all our trades. A boy should start in a local chemical works, and by taking an intelligent interest in his work, making himself acquainted with the literature of his particular department, and taking full advantage of the many opportunities within his reach, there is no reason why he should not eventually earn a good income.

### 34 Situations and Appointments that Pay.

Employed in these trades are workmen skilled and unskilled, as well as women and boys, and their wages are determined by the ordinary Trade Unions.

In order to make real progress, a lad should become a student of Chemistry in the local Technical College, and study the subject in the laboratory and the classes as he learns the practical part in the Chemical Works.

Workmen are labourers, receiving about 27s. to 34s. per week, of 54 hours, although in some places the hours are 48 per week. Foremen receive from 40s. to 50s. per week. White lead workers receive 7s. 6d. per day, but, owing to the nature of the occupation, they seldom work more than three or four days a week. In soap, candle, and glue works, payment is usually by the piece, but sometimes by time. Skilled men get up to 40s. and over per week, others, 20s. to 25s. Women and boys are employed, the former earning 9s. to 15s., and the latter 6s. to 15s. The foregoing are minimum terms and conditions.

#### Chemist and Druggist.

BEFORE being apprenticed to a registered chemist, the student should pass a preliminary examination, such as is recognised by the Pharmaceutical Society of Great Britain, 17, Bloomsbury Square, London, W.C. The subjects include English grammar and composition, arithmetic, algebra, Euclid, Latin, and a modern foreign language. The candidate should then become an apprentice. An indentured apprentice often has to pay a premium of from £50 to £100. The term generally covers from three to five years. He must pass the minor examination (fee, £10 10s.), which

## Situations and Appointments that Pay. 35

gives registration as a chemist and druggist. The subjects are a practical knowledge of botany, chemistry and physics (theoretical and practical), materia medica, pharmacy (theoretical and practical), and the reading of prescriptions. The major examination (fee £5 5s.) gives the title Pharmaceutical Chemist. The subjects are the same as for the minor, but the knowledge must be more thorough. For higher posts, Fellowship of the Institute of Chemists is very desirable. Posts of public analysts, special analysts, and expert advisers to manufacturing companies are open to the studious. In the latter departments German chemists used to occupy the well-paid posts. The post of assistant chemist, Woolwich (War Office) is open to junior chemists. Age limit 20-25. Exam. fee, £2. Subjects: English composition, chemistry (with skill in manipulation), Physics. Successful candidates must qualify as Associates or Fellows of the Institute of Chemists. A person who has passed the minor examination can start business on his own account. A capital of from £100 to £400 would be necessary, which would include the fitting-up the shop and buying stock. Qualified chemists' assistants can get from £60 to £120 per year indoors, and from £2 to £3 10s. outdoors.

Chemists employ shop-boys, and these youngsters by good conduct often become apprentices to their masters and study for the necessary examinations. Have a chat with a friendly chemist.

## China and Glass Dealers.

FROM £60 to £100 would suffice for a good supply of crockery for a side line. £200 would start a separate business. Good salesmanship, a tasteful display of goods, and a knowledge of the

### 36 Situations and Appointments that Pay.

markets is essential. Cheap bargain stock in baskets on the pavement is one of the best attractions, and such a display has been proved to be the foundation of a large business. Those in London should get into touch with the manufacturers' agents, whose show-rooms are near Holborn Circus, and, if possible, a visit should be paid to the works in the Potteries. The average profit is about 33 per cent., and on seconds a little more. Rent and fittings are the greatest outlay, but a good position must be secured, as this is essential for a thriving trade.

#### Chiropodists.

THERE is no teaching institute for this, nor is there any apprenticeship. An aspirant should take lessons from an established chiropodist, whose fee will be about half-a-guinea a lesson. Half-a-dozen such lessons should suffice. Study of the foot and a knowledge of its maladies should be thorough to ensure success. As attendant at a Turkish bath opportunities are best found for practice. An outfit of instruments would cost from 35s. to £3. Charges for corn treatment range from 2s. to 3s. 6d. For more complicated work, 10s. 6d. to 1 guinea is charged.

#### Cinemas.

THE motion picture industry offers increasing opportunities to ambitious and especially versatile young people in many directions—as actors and actresses, as film makers, producers and sellers, as managers of film firms, as writers of photo-plays, as managers and assistants in cinema houses, as directors and members of orchestras in cinema houses, as foremen and mechanics in cine-

## **Situations and Appointments that Pay. 37**

matograph engineering works, as film printers and developers, as operators of lanterns, and in a large variety of other ways.

For situations vacant read the advertising columns of the daily newspapers, and especially of such trade papers as "The Kinematograph," "The Cinema," etc., and the several published books on the "Cinema" and its work.

## **CIVIL SERVICE APPOINTMENTS SECTION.**

**T**HE following is a list of the most popular positions.

The Civil Service is open to those of both sexes who come within the required limits of age, the appointments being awarded to those who gain the highest number of marks in the required examinations, subject to their passing a medical examination.

The stepping-stone to the Civil Service for Boys is a Boy Clerkship, which helps him in competing for a higher post. The greater number of candidates, however, enter the Service as Second Division Clerks, Assistants of Excise and Customs, or Surveyor of Taxes Clerkships. Boy Clerks may pass into the Second Division or Customs Service, through the appointment of Assistant Clerks, many positions being reserved entirely for them. This is a stepping-stone to the higher appointments.

### **Male Appointments in the Civil Service.**

**ASSISTANTS OF CUSTOMS AND EXCISE.** Age of Entry 19 to 21.

Salary at £80 per annum, rising by annual in-

### 38 Situations and Appointments that Pay.

crements of £7 10s. to £160, then by £10 to £280. Promotion to posts at higher salaries.

Subjects of Examination: Compulsory Subjects—1. Handwriting. 2. English. 3. Arithmetic. 4. Science. Optional—5. French. 6. German. 7. Latin. 8. Mathematics. 9. Book-keeping and Shorthand. 10. History and Geography. Not more than two of the optional subjects may be offered.

SECOND DIVISION CLERKS. Age of Entry, 17 to 20.

Second Division Clerks are employed in the various Government Offices in London, Dublin, Edinburgh, etc. They are allowed to name the Departments in which they would prefer to serve.

Salary: £70, increasing by £7 10s. annually to £130, and by £10 annually to £300. Promotion is offered to appointments at £900, £1,000, etc. Promotions to higher posts take place frequently.

Subjects of Examination: Compulsory Subjects—1. Handwriting. 2. Copying Manuscript. 3. English. 4. Arithmetic. 5. Elementary Mathematics. 6. Latin, French, or German (one only). Optional Subjects (two only to be taken)—7. A second language selected from Latin, French or German, and not offered as subject 6. 8. Book-keeping and Stenography. 9. History and Geography. 10. Further Mathematics. 11. Science.

BOY CLERKS. Age of entry 15 to 16.

Boy Clerks are employed in Government offices. When taking Examinations for Second Division Clerkships, etc., they are allowed Service marks, which gives them a very distinct advantage in competitive examinations with outsiders.

SALARY: 15s. per week, increasing 1s. a week each year. Appointment ceases at 18, before which time Boy Clerks are expected to have

## Situations and Appointments that Pay. 39

attained success as Second Division Clerks, Assistant Clerks, etc.

Subjects of Examination: 1. Handwriting and Orthography. 2. Arithmetic, including fractions. 3. English Composition. 4. Copying MSS. \*5. Geography. \*6. English History. \*7. Latin. \*8. French. \*9. German. \*10. Mathematics. \*11. Elementary Science. \*Three only of these seven subjects, of which not more than two may be languages.

BOY ARTIFICERS (Royal Navy). Age of entry 15 to 16 on Jan. 1st or May 1st.

This appointment is a stepping-stone to some of the best technical positions in the Royal Navy, and Artificers who are fitted for advancement may be promoted to positions as Warrant Officers and Engineer Lieutenants.

Subjects of Examination: Arithmetic, Mathematics, English, History and Geography, Science, Drawing.

ASSISTANT CLERKS (Abstractors). (Limited to Boy Clerks in the Civil Service). Age of entry 17 to 18.

Salary: £50, increasing by £5 per annum to £85, and thence by £7 10s. to £150.

Subjects of Examination: 1. English Composition, including Handwriting and Spelling. 2. Arithmetic. 3. Digesting Returns. 4. Précis and Indexing. 5. Book-keeping or Shorthand.

MALE TELEGRAPH LEARNERS, G.P.O. Age 14 to 16, or 15 to 17. (Usually limited to Messengers).

Salary: 8s. weekly while learning, 12s. weekly on proficiency, 16s. weekly after one year's service. Promotion by regular increments to £160.

Subjects of Examination: English—including



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Handwriting, Orthography, Grammar and Précis, Arithmetic, Geography, and English History from 1066.

MALE SORTERS, G. P.O. Age 18 to 30. (Limited to Messengers and Postmen).

Salary: 18s. per week till 19 years of age, then £52, rising to £160 per annum.

Subjects of Examination: 1. Handwriting. 2. Orthography. 3. Arithmetic. 4. Geography. 5. Composition.

CLERK TO SURVEYOR OF TAXES. Age 16 to 18.

Salary: £50, rising to £130, with promotion up to £300 per annum.

Subjects of Examination: Compulsory—1. English. 2. Arithmetic. Optional (three to be taken)—3. Mathematics. 4. History and Geography. 5. Latin, or French, or German. 6. Science. 7. Shorthand.

“INTERMEDIATE” APPOINTMENTS. Age of Entry 18 to 19½.

Salary: £100 to £1,200. The appointments include—Second Class Assistant Accountants in War Office, Junior Appointments in Supply and Accounting Departments of Admiralty, Junior Appointments in Royal Ordnance Factories and Examiners in the Exchequer and Audit Department, Assistant Surveyors of Taxes.

Subjects of Examination: Class I.—Mathematics I. English. Class II. (Lower Standard)—Mathematics II., French, German, Latin, Greek, History (English), History (European), Chemistry, Physics. Class III. (Higher Standard)—Mathematics III., French, German, Latin, Greek. Both subjects in Class I. must be taken up. For Classes II. and III. candidates may select subjects carrying

## Situations and Appointments that Pay. 41

marks up to a maximum of 10,000, making with those in Class I., 14,000 in all.

**BOY WRITERS (ADMIRALTY).** Age 14 to 17.

(1) Arithmetic; (2) English (including Spelling, Composition, and Geography); (3) Shorthand; (4) Elementary Book-keeping (by Double Entry); General Knowledge. The appointment is not confirmed unless proficiency in Typewriting is attained within three months.

### Appointments for Girls.

In the Savings Bank, G.P.O., and other Departments of the Civil Service.

• For the Appointments successful candidates must pass a medical examination, and be not less than 5ft. in height.

**WOMAN CLERKS.** 18 to 20.

The examination is not difficult. Successful candidates are appointed to the Savings Bank Department of the G.P.O., the National Insurance Commission, &c., &c.

Salary: £65, increasing by £5 annually to £110. Then promotion to First Class, increasing by £5 to £130. Promotion to higher posts. The hours of duty are seven daily.

Subjects of Examination: 1. English Composition (including Writing and Spelling). 2. Arithmetic (general). 3. Geography (general). 4. Latin or French or German. 5. Précis. 6. English History or Mathematics, or one of the languages not taken in No. 4.

**FEMALE SORTING ASSISTANTS.** 15 to 18 Entry Age.

Girls educated in Council and other Elementary Schools are recommended to train for these appointments, as this education forms an excellent

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groundwork. Female Sorting Assistants are employed in sorting and arranging official papers in the Savings Bank, Money Order or Postal Order Departments. Appointments are awarded as the result of competitive examinations.

Salary: 14s. per week, increasing by 1s. to 16s., and thence by 1s. 6d. to 21s. 6d., and to a maximum of 30s. Promotion to higher posts.

Subjects of Examination: 1. Copying MSS. 2. Handwriting. 3. Spelling. 4. Arithmetic (first four rules, simple and compound, including English Weights and Measures Reductions. 5. Geography of United Kingdom.

FEMALE WRITING ASSISTANTS. G.P.O. London (Open Competition). 16 to 18 Entry Age.

Salary: 18s. per week, increasing by 1s. weekly per annum to 20s., and then by annual increase of 2s. to 36s.

Subjects of Examination: 1. Composition. 2. Handwriting. 3. Spelling. 4. Arithmetic. 5. Geography. 6. Reading Manuscript.

FEMALE WRITING ASSISTANTS. G.P.O. (Limited Competition). 16 to 24 Entry Age.

An Examination similar to above, but limited to those who have not less than two years service in the Post Office.

FEMALE TELEGRAPH LEARNERS. 14 to 16 Age of Entry. Salary: 7s. per week whilst learning Practical Telegraphy, 10s. 6d. weekly when certified for instrument duty, then 14s. per week, rising to 40s.

Subjects of Examination: English, including Composition, Handwriting, Orthography, Grammar, and Précis, Arithmetic, including vulgar and decimal fractions, and percentages. Geography (general). English History from 1066.

## **Situations and Appointments that Pay. 43**

FEMALE TYPISTS IN THE G.P.O., INLAND REVENUE,  
Etc. 18 to 20 Entry Age.

Salary: 20s., increasing by 2s. weekly per annum to 26s. Promotion to 31s., with 35s. to 40s. as Superintendents.

Subjects of Examination: 1. Handwriting. 2. Spelling. 3. English Composition. 4. Copying Manuscript. 5. Arithmetic (first four rules, simple and compound, including English Weights and Measures and Reductions). 6. Typewriting. Candidates must satisfy the examiners both in the first five subjects as a whole and also in the subject of Typewriting.

Appointments as Female Typists are offered in many other Government Departments, *e.g.*, Admiralty, Board of Agriculture, Treasury, Board of Education, etc., usually by nomination.

### **Civil Service Appointments awarded by Open Competition and by Nomination.**

JUNIOR APPOINTMENTS IN ADMIRALTY, &c., generally known as "Intermediate" Appointments (Open Competition). Salary £100—£1,200. Entry Age 18—19½.

These are "intermediate" between the Second Division and Class I. Clerkships, and the examination qualifies for a choice of several different appointments.

ADMIRALTY: Junior Appointments in the Supply and Accounting Departments.

Officers serving abroad are paid allowances to meet the increased cost of living, and are provided with official residences, or are granted allowances in lieu thereof. The salary commences at £100 per year; after the probationary period it is raised to

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£120, and then by annual increments of £10 to £200, and by £15 to £350, with excellent prospects.

##### ECCLESIASTICAL COMMISSION.

Junior Clerks: £100 a year, rising after a probation period of two years to £120, and then by annual increments of £10 to £200, and by £15 a year to £350, and so on.

##### EXCHEQUER AND AUDIT DEPARTMENT

###### EXAMINERSHIPS.

Liable to serve at any of the out-stations at home where the audit of accounts is conducted, *e.g.*, Portsmouth, Devonport, Chatham, etc. The salary starts at £100 per annum, and after two years' probation £120, rising by annual increments of £10 to £200, and then by £15 per year to £350, etc.

##### INLAND REVENUE DEPARTMENT:

Assistant Surveyorships of Taxes: Liable to removal to any Tax Survey in the United Kingdom; they serve for two years at a salary of £100 per annum, their salary is then raised to £120, which rises by yearly increments of £10 to £200, and then by £15 per annum to £350, and so on.

##### INLAND REVENUE DEPARTMENT:

Second Class Clerkships in the Estate Duty Offices in London, Edinburgh, and Dublin respectively. For a probationary period of two years the salary is £100, then £120, which rises by yearly increments of £10 to £200, and then by £15 to £350, etc.

##### WAR OFFICE:

Junior Appointments in the Royal Ordnance Factories; liable to serve at Woolwich, Waltham Abbey, or Enfield Lock. The salary is £100 per

## Situations and Appointments that Pay. 45

annum for the probationary two years, then £120, which rises to £200 by yearly increments of £10, and then by £15 to £350 and higher posts.

Other appointments, candidates for which must pass the Intermediate Examination, are:—

CROWN AGENTS FOR THE COLONIES: Class•III. Clerkships.

METROPOLITAN POLICE: Second Class Clerkships in the Commissioner's Office; Second Class Clerkships in the Receiver's Office.

BOARD OF TRADE ASSISTANT EXAMINERSHIPS IN THE DEPARTMENT OF THE INSPECTOR-GENERAL IN BANKRUPTCY.

NATIONAL HEALTH INSURANCE COMMISSION (England): Examinerships in the Accountant and Comptroller-General's Department;

NATIONAL HEALTH INSURANCE COMMISSION (Scotland): Second-Class Clerkships;

NATIONAL HEALTH INSURANCE JOINT COMMITTEE: Situations as Computer in the Office of the Chief Actuary.

Subjects of Examination: Class I.—Mathematics I., marks 2000; English, 2000; General Paper, 1000. Class II. (Lower Standard)—Mathematics II., 2000; French, 2000; German, 2000; Latin, 2000; Greek, 2000; History (English), 2000; History (European), 2000; Chemistry, 2000; Physics, 2000. Class III. (Higher Standard)—Mathematics III., 4000; French, 4000; German, 4000; Latin, 4000; Greek, 4000; Physics or Chemistry, 4000.

All subjects in Class I. must be taken up. No candidate will be eligible who fails to pass a qualifying examination in Arithmetic and English. For Classes II. and III. candidates may select subjects

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one of which must be a Language. The same subject may not be selected both in Classes II. and III.  
INDIA AND COLONIAL POLICE SERVICE. Salary £250—£1,200. Entry age 19—21.

The Examinations for both are identical in subjects and papers, and are held at the same time, as a rule, in the month of June or July.

Subjects: Compulsory — English, Mathematics (Elem.), French or German, English History and Geography. Optional — Mathematics (Int. or Higher), German or French, Latin, Greek, Physics and Chemistry (two of these).

CONSULAR SERVICE. Salary £300—£2,000. Entry age 22—27.

Candidates need a nomination by the Secretary of State for Foreign Affairs.

It is an advantage to the candidates applying for nomination that they should possess one of the following qualifications:—(1) To have been called to the Bar; (2) To have been enrolled as a solicitor; (3) To have taken a University degree; or (4) To have served three years in a commercial house.

Subjects: English composition (including Hand-writing, Spelling, and Précis), French, either German or Spanish, Arithmetic to Vulgar Fractions and Decimals, Commercial Geography, Political Economy, Principles of British Mercantile and Commercial Law relating to Shipping, Contracts, etc.

ASSISTANT NAVY CLERKS. Salary 2s. 6d. to 38s. per day (with special allowances). Age of entry 17-18.

Vacancies in the Class of Paymasters in the Royal Navy are filled from Assistant Navy Clerks. Candidates must be nominated by the First Lord of the Admiralty.

## Situations and Appointments that Pay. 47

Subjects: Class I.—Arithmetic, Mathematics, English Geography and English History, French or German. Class II. (any two) Latin, Greek, Elementary Science, a second Modern Language.

INSPECTORS OF FACTORIES. Salary, £200—£1,500.

Age of Entry, 21-30.

Appointment is by nomination—the right of which is vested in the Home Secretary—or by limited competition.

Subjects: Obligatory — English Composition, Arithmetic. Optional—English Literature, English History, Modern History, French or German or Italian, Mathematics, Economics (including History of Industry in modern times), Chemistry, Physics (including Mechanics), Practical Mechanism.

Note.—Only four of the optional subjects may be offered. A candidate who does not satisfy the C.S. Commissioners in three of them will be disqualified.

ASSISTANT INSPECTORS OF FACTORIES. Salary £100—£200. Age of Entry 21—40.

A nomination from the Home Secretary is required, and practical acquaintance with Factories or Workshops is desirable.

Subjects of Examination: Spelling and Handwriting, English Composition, Arithmetic, Elementary Law of Workshops.

SUPREME COURT OF JUDICATURE CLERKSHIPS.

Salary, £100—£600. Age of Entry, 20—30.

Nomination necessary by the Lord Chancellor or one of the principal Judges. Candidates are required to pass a qualifying Examination in the prescribed subjects: Handwriting, Orthography, Arithmetic, Copying MSS., English Composition, Indexing or Docketing, Digesting Returns.



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### ARMY ENTRANCE EXAMINATIONS.

I. (O.C.) Examinations for Admission to the Royal Military Academy, Woolwich (Age of Entry, 16½ and 19½).

Class I. Obligatory: 1. English, 2000 marks; 2. English History and Geography, 2000; 3. Mathematics A. (Elementary), 2000; 4. French or German, 2000; Science (Physics and Chemistry), 2000; 6. Mathematics B. (Intermediate), 2000.

Class II. Optional: 7. (a) German or French or Latin or Greek, 2000, (b) Mathematics C. (Higher), 2000. All subjects of Class I. must be taken up.

Only one of the subjects of Class II. may be taken up, and if this subject is a modern language, it must be different from the modern language selected in Class I.

II. (O.C.) Examinations for Admission to the Royal Military College, Sandhurst. (Age of Entry 17 and 19½).

Class I. Obligatory: 1. English, 2000 marks; 2. English History and Geography, 2000; 3. Mathematics A. (Elementary), 2000; 4. French or German, 2,000.

Class II. Optional: 5 and 6. (a) German or French, 2000; (b) Latin, 2000; (c) Greek, 2000; (d), Science (Physics and Chemistry), 2000; (e) Mathematics B. (Intermediate), 2000; (f), Mathematics C. (Higher), 2000.

All the subjects of Class I. must be taken up. Not more than two of the subjects of Class II. may be taken up, and if one of these subjects is a modern language, it must be different from the modern language in Class I.

For a complete list of appointments see "Abstract of Rules and Regulations," which can be purchased for 1/- net at H.M. Stationery Office,

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Imperial House, Kingsway, London, W.C. 2; 23, Forth Street, Edinburgh; and E. Ponsonby, Ltd., 116, Grafton St., Dublin.

For salaries see Whitaker's Almanack and other reference media, and apply to the Secretary, Civil Service Commission, Burlington House, London, W., for forms of application.

### Clerk of Works.

**T**HIS is an occupation which may be of small or great importance, according to the abilities and experience of the person concerned. A man of ability who has gone through all the various branches of the different departments of the building trade, and can read plans, etc., will be able to assume the position of clerk of works.

For full details given in concrete form, the reader is referred to A. S. Bedingfield's "My Duties as Clerk of Works," which can be obtained at or through any bookseller, or direct from the present publishers (see title-page for name and address.)

### Clerks.

**T**HE boy ambitious for employment in an office should cultivate a good hand-writing, a knowledge of commercial arithmetic, and habits of punctuality, neatness, and systematic work. Nowadays every clerk is expected to be able to write shorthand and also use a typewriter. The ability to compose a good business letter should also be cultivated. Salary will vary according to the nature of the work. A commercial or legal clerk will start at 10s. a week; but, as a rule, he can never hope to earn more than £2 to £3 a week. Nevertheless, a smart man can hope, by loyal service and intelli-

## 50 Situations and Appointments that Pay.

gent discharge of his duties, to become manager of a department with a much larger salary.

### Clog Makers.

**A**PPRENTICESHIP, seven years, is common; wages start at 7s., and end at 15s. per week. Work paid for by piece. Seatsmen earn from 35s., and sole-makers from 30s. to 50s. per week of fifty-eight or sixty hours. Application to a local firm will soon put a lad in the way of arranging an apprenticeship.

### Clothiers.

**T**HOROUGH experience in the clothing trade is necessary. A good manufacturing firm should be approached, an account opened, and they would act as reference if necessary. The shop should be chosen in a well-lighted, busy part, rent not to exceed 3 per cent. to 4 per cent. of anticipated returns. Working expenses should not exceed 15 per cent. of the turnover. The net profit on the returns should be 25 per cent. net.

### Corn Dealers.

**A**N assistant who has learned his trade with a busy corn dealer may start for himself with a capital of £200 at his back. He should open where there are a good many stables, at a rent of about £50 to £70, in London, and less in the country. Fittings, scales, measures, sacks, bags, and a trolley and hand-barrow, will cost about £40. A well-displayed window of foods, mixtures, biscuits, flours, rice, tapioca, etc., should do much to give an air of smartness to the shop. Strictly cash dealings should be insisted on, until the business has been safely established.

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### Coal Merchants.

A MAN who knows the different kinds of coal and the market in the district in which he starts business and has a small capital of about £50 with which to make a beginning, by perseverance and steadiness can develop a large business of a lucrative character. Some of the largest businesses have been worked up by men who started life as clerks in the order office or on the wharf, and who, with a capital of about £300 or £400, have built up their fine businesses. One of the great perils of this line, as with some other businesses, is that of bad debts, but this can be overcome by the usual methods known to business people.

### Commercial Traveller.

A SPECIALLY-WRITTEN small handbook is published on this occupation by Messrs. J. M. Ouseley & Son, Ltd., 9 John Street, Adelphi, London, W.C. 2. The information given is diversified and practical, whilst the design of the book is intended to meet all cases where reliable advice is sought.

### Colonial Service Section.

IN the "Handbook on Professional Employment in the Colonies"—a work of great value, which may be obtained from the Emigrants' Information Office, 31, Broadway, Westminster, the following official warning is given:

"Candidates from this country stand very little chance against persons on the spot of obtaining appointments in the Civil Service. Even telegraphists, railway officials, and employees are now generally trained in the Colonies. There is, there-

## 52 Situations and Appointments that Pay.

fore very little inducement for a person to emigrate on the chance of obtaining an appointment under a Colonial Government." There are, however, one or two exceptions as set out in the following paragraphs.

### CLERICAL POSTS.

British University students who have failed to pass the contest for the Indian Civil or Police Services, or for Eastern Cadetships, may often secure good appointments on the West African Coast, or elsewhere, by applying to the Colonial Office, Downing Street, S.W. The posts include cadetships for the grade of assistant district commissioner for the Gold Coast, with an initial salary of £250, and excellent prospects up to £2,000 or more. Such students are also selected sometimes by the Foreign Office for administrative posts in Egypt and British East and Central Africa, and by the British South Africa Company for their Rhodesian territory.

### RAILWAY POSTS IN SOUTH AFRICA.

In Cape Colony goods clerks and mechanics are sometimes engaged in England for the State railways through the Agent-General for the Colony, 100, Victoria Street, S.W. The engagements are usually for three years, with outward passage money. Fitters are paid 10s. a day, and carpenters a little more; but it should be remembered that money at the Cape has only about three-fifths of the purchasing value it has in England. For the Natal railways, platelayers and signalmen, fitters, coachsmiths and hammermen are wanted from time to time—the first two classes receiving £10 to £17 monthly, and the others 9s. to 13s. a day. These situations are generally advertised in England, but the staff of guards, clerks and checkers is recruited

## Situations and Appointments that Pay. 53

on the spot, and experienced men from home stand equal chances with Colonials.

### RAILWAY POSTS IN AUSTRALIA.

The rates of pay for railway employees in Australia and New Zealand are generally good, and the hours of duty from 48 to 57 weekly, but there is practically a sufficiency of local candidates. Candidates for permanent employment must be under 35 years of age usually, and able to pass a medical examination. For clerks and superior officers an educational test is also usually prescribed.

The Canadian railways are officially said to afford "little or no opening for men from England." Casual vacancies occur, however, for which capable men, trained on British railways, are in frequent request. An engagement before leaving home is desirable and for heads of families imperative.

### CAPE MOUNTED POLICE.

This is a semi-military force much resembling the South African Constabulary in its constitution. It is equally liable to army duties in case of emergency, the term of service is identical, the rates of pay and allowances are very similar, and the same physical standard is prescribed for recruits, but wider age limits are fixed—namely, 18 to 30 years. Applications for enrolment should be addressed to the Commissioners of the Force, at Cape Town.

### CAPE TOWN AND DURBAN FORCES.

The Agent-General for Cape Colony will supply all requisite information regarding recruiting for the first-named when it is in progress in this country. Constables in the Cape Town corps are paid £110, £125 and £140 during the three years

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of their engagement, with free quarters and uniform. The Durban Police Force is available to suitable applicants from the United Kingdom, the conditions of entrance prescribing five feet nine inches as the minimum height and 35 as the maximum age. Preference is always given to unmarried men. Candidates should write to the Superintendent at Durban. The pay is £132 a year for constables, rising in two years to £144; and sergeants receive £162. Messing and quarters cost about £4 a month.

### NATAL POLICE.

When enlistment is open in England it is undertaken by the Agent-General for Natal (26, Victoria Street, S.W.) Recruits, who must be between 19 and 25 years of age, and not less than five feet seven inches nor more than six feet in height, are enrolled for three years, with the option of renewal. Constables receive 7s. to 8s. a day, with quarters; sergeants, 9s. to 10s.; and sergeant-majors, 11s. In the higher grades, which are filled by promotion, salaries range from £275 to £550 a year.

### CANADA AND THE NORTH-WEST MOUNTED POLICE.

In British Columbia at least a year's residence must precede any application for police employment.

The Royal North-West Mounted Police Force attracts far more British than Canadian recruits; and although all would-be entrants must present themselves in the Dominion for enlistment, they may make fairly certain of their chances before incurring the expense of the journey. On applying to the official at Regina, N.W.T., a blank medical certificate can be obtained, together with information as to the existence of vacancies, the standard of requirements, and the terms on which troopers

## Situations and Appointments that Pay. 55

are engaged. By returning the medical form filled in by a local doctor, a candidate residing in the United Kingdom can ascertain from the authorities his prospects of acceptance or rejection on the score of health.

Only single men between the ages of 22 and 40, who are active and able-bodied, and of excellent character, are admitted. They must be able to read and write, and must understand the care of horses, and be good riders. The minimum height is five feet eight inches, the chest measurement must be 35 inches or more, and the weight must not exceed 175 pounds. Constables are enrolled for five years, and receive 60 cents a day, rising to 1 dol., with rations. Non-commissioned officers draw from 1 dol. 10 cents to 2 dol. a day.

### Consular Service.

AND STUDENT INTERPRETERS FOR THE OTTOMAN DOMINIONS, PERSIA, GREECE AND MOROCCO.

AGE 18-24; approximate commencing salary, £200. Necessary forms, with particulars as to salary and other conditions, from the Secretary, Civil Service Commission, London, W.

Student interpreters are appointed to supply his Majesty's missions and consulates in these countries with officers versed in the languages and competent to discharge the duties of interpreters and consular officers.

Candidates must be natural-born subjects of his Majesty, and physically qualified for service in Eastern countries.

The subjects for examination are (1) *Obligatory*: Handwriting, orthography, and reading aloud, arithmetic (including vulgar and decimal frac-



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tions), English composition, Latin, translations from and into French, writing from dictation, writing a letter in French on ordinary subjects, and conversation, paying particular attention to accents, genders and tenses; (2) *optional*: Ancient Greek, Italian, German, Spanish.

Successful candidates are required to proceed to a University for a further course of study, which includes Turkish, Persian, Arabic, French, Russian, Turkish and Persian history, and the elements of English law. An approximate salary of £200 per annum is paid on passing certain examinations during this probationary period, and a subvention is paid to the University in respect of the cost of providing instruction in Oriental languages. On being appointed assistants they receive a salary of about £300 a year, and are assigned for service in the above-mentioned missions and consulates. At the end of the first twelve months they are examined in the language of the country in which they reside. Twelve months after passing that examination they are called upon to undergo a further examination in the civil, criminal and commercial law of Turkey and Persia, in International Law, and in the history, language and mode of administration of the country in which they reside, they have also to show a general knowledge of the Turkish or Persian Empires, and of the treaties which have been concluded between them and foreign Powers.

Text books officially recommended are Destour, Aristarchi's Legislation Ottomane, and Code d'Instruction Criminelle, and Code de Procedure Civile; Hertslet's Treaties on Trade in Turkey, Wheaton's Elements of International Law, and others.

### Civil Service (Indian).

**AGE**, 22-24. Examination held in London yearly in August. Necessary forms from the Secretary, Civil Service Commission.

Candidates must be natural-born subjects of His Majesty, and have the usual health qualifications.

The subjects of examination are: English composition, Sanskrit (language and literature), Arabic, Greek, Latin and English, Italian, French, German, and mathematics.

*Natural Science*.—Any number not exceeding four of the following: Chemistry, physics, geology, botany, zoology, animal physiology, Greek, Roman and English history, general modern history, logic and psychology, political economy and economic history, political science, Roman and English law.

Selected candidates, before proceeding to India, will be on probation for one year. At the end of that time they will be examined in the following, with a view of testing their progress:—(1) *Compulsory*: Indian penal code, code of criminal procedure, the Indian Evidences Act, Indian history, and the principal vernacular language of the province to which the candidate is assigned; (2) *optional*:—One of the following: Hindu and Mohammedan law, Sanskrit, Arabic, Persian and Chinese for candidates assigned to Burmah.

Selected candidates will also during probation be tested as to their proficiency in riding, and again at the final examination.

An allowance will be given to any selected candidates who pass their probation at one of the Universities or colleges approved by the Secretary of State. Persons desirous of being admitted must

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make application to the Secretary, Civil Service Commission.

### Cookery and Domestic Science.

**T**HERE is increasing attention given to this department of woman's work, and educational bodies are establishing an increasing number of cookery centres in connection with elementary and secondary schools, and also travelling lectureships, so that all women may obtain some knowledge of not only how to buy the food, but also how to cook it, and how to place it in an attractive style on the table. Ladies well educated who wish to earn a good income without spending their lives in classrooms can earn good fees as lady cooks and lady housekeepers, also by going out to cook dinners. In all parts of the country there are now excellent centres and training schools in cookery, laundry work, and all kinds of subjects connected with domestic economy.

The teachers are paid on the same scale as other teachers.

In London the most important training institution is "The National Training School of Cookery and Other Branches of Domestic Economy," in 72-78, Buckingham Palace Road, S.W. In all large centres in the Provinces there are similar schools, many of them affiliated to the local University College. There are also Domestic Science Classes conducted by the various County Councils in all parts of the country.

### Couriers and Interpreters.

**K**NOWLEDGE of Continental languages is absolutely necessary for these posts, and a good education. Pleasant manners are essential, and a

## Situations and Appointments that Pay. 59

temper that should never be ruffled. The purchasing of tickets, the registering of landing, etc., of luggage, the engagement of rooms, the visiting of places of interest, form his work. The salary will vary according to arrangement. With the numerous firms which nowadays organise Continental travelling tours there is generally a fixed scale. Particulars as to service can only be obtained of these firms. Chief among these, of course, is Messrs. Cook & Sons, of Ludgate Circus, E.C., and the Polytechnic, Regent Street, London, W.C. In the case of interpreters these are generally engaged by the tourist agencies, such as those just mentioned, and by railway companies having Continental service. Particulars can be obtained of the companies in question.

### Cycle Dealers.

A MAN must be a thorough mechanic who aspires to make a success as a cycle dealer. A lad who has served his apprenticeship to the trade—which now includes the motor industry to some extent—should be able to purchase or open a business for a small outlay, and by strict application win a competence for himself. The sale of cycles, motor cycles, and cars yield a moderate profit, but the most remunerative part of the business is that of repairing. The selling of accessories is also a profitable line.

### Cyclists' Rests.

IT only needs a cottage, on a road frequented by cyclists near a town, and it can easily be made to earn a good addition to income, provided the household possesses a capable house-wife. The cottage should have a garden or lawn in front, with

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trees, a lean-to shed for rainy days, with an out-house for storing cycles. Flowers and an artistic display of drapery can add to the daintiness of the aspect; and a few pounds are required for chairs, tables, linen, crockery, etc. A signboard should be placed in a position where it would catch the eye of the passing motorist or cyclist. Prompt and pleasant service is an absolute essential. The butter, bread and tea should be of the best. Tea and other light refreshments—such as soda-and-milk, ices, lemonade, cake, etc.—should be supplied, unless the conditions are such as to make the supply of cooked dinners, etc., profitable. Cyclists and others do not mind paying for a satisfying tea, and in this way £2 or £3 a week clear profit may be earned during the season.

### Customs (Assistants, etc.)

**AGE**, 18 to 21; height not less than 5ft. 4in.; chest measurement must be normal; defect of vision will be regarded as a disqualification. Approximate official commencing salary, £70 per annum. Entrance forms obtainable from the Secretary, Civil Service Commission, Burlington Gardens, London, W.1.

The examination is one which any candidate should have no difficulty in passing.

The following are the subjects of examination: Handwriting, arithmetic, English composition (including orthography), Geography (general), Digesting returns into summaries, Copying manuscript (to test accuracy).

Notices of forthcoming examinations are advertised. The examinations are open to all natural born or naturalised British subjects of the requisite age, health and character.

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### HOURS OF DUTY.

With regard to the hours of employment these vary according to the duties. On warehousing duty attendance has to be rendered between the hours of 8 a.m. and 5 p.m. On landing, shipping or water-guard duties, attendance is less regular, and is occasionally prolonged, sometimes extending into the night. But duty in excess of 48 hours per week, or on Sundays, or public holidays, carries with it extra remuneration.

### PAY.

Assistants of Customs receive salary commencing approximately at £70 per annum, rising by annual increments of £5 to £105 per annum, and then after one year (subject to a favourable report on capacity and conduct), £110 by annual increments of £7 10s. to £220, pending absorption into the ranks of examining officers, second class, which is the rule, and is applied in proper rota.

### PROSPECTS.

Promotions to the rank of examining officer, first class, are made from the second class, subject to a test examination in Departmental business. Promotions to positions above or outside the classes of examining officers are made solely at the discretion of the Board. The successful candidate will accept his appointment subject to the express condition that the staff of the Department is liable to reorganisation from time to time, as the interest of the public service may require, and that no claim to compensation on his behalf can be admitted if such reorganisation shall reduce the number of appointments, or of promotions, in the Department.

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### Dentists.

THE social and professional position of a dentist is quite on a level with that of the ordinary medical practitioner. The pupil who wishes to be a qualified dentist must pass the same preliminary examination as a medical student, and after going through the curriculum must finish in a hospital. Degrees and diplomas in dentistry are now given by the Universities and medical bodies. Full particulars of the course and the fees may be obtained on application to the Secretary of any Hospital or Medical School; or to the Secretary, British Dental Association, 19, Hanover Square, London, W. The London Dental Hospital is in Leicester Square, London, W.C.

### Dental Mechanics.

THIS is a department of the working life in which women, as well as men, have largely entered during the war. A boy or girl, by taking an interest in dentistry and attending at the evening schools in subjects connected with dentistry can, after an apprenticeship of five years, earn up to £200 a year in the Provinces, and £250 in London as a dental mechanic. The only way to get into this branch of business is by applying to a qualified dentist for articles of apprenticeship in his workshop. A premium of about £30 is often required. But it does not always follow that a premium is required. The work is, of course, skilled, interesting and regular, and a good mechanic can command excellent remuneration after a while. It is not laborious work, and those of either sex not endowed with robust health would find it on the whole not particularly difficult of adaptation.

### Designers.

THIS is a department of applied art, and it is useless for anyone to think that he can become a designer unless he masters the principles of art and diligently studies art in an art school, or in evening classes in the Technical Institutes. A person who can draw well, and is ingenious in devising designs, and has also gained a certificate in the science and art department of the Board of Education in South Kensington, is qualified to apply for a position with a firm of carpet dealers, china manufacturers, wallpaper makers, or tile makers, or any other business where new designs are always welcome. Apart from this, a person who can design can sell it to one of these firms. A certain Countess is so successful in designing wallpaper that she is able to make a considerable income by selling her designs to a London agent for an American firm. A considerable income up to £200 to £250 a year can be obtained from firms for designers.

### Diamond Cutters.

THIS industry, before the war, was almost entirely confined to Antwerp and Amsterdam, and was in the hands of German Jews. During the war a serious attempt has been made to revive the industry in England, especially in the interests of disabled sailors and soldiers. The centre of the diamond trade is Hatton Garden, London, where information can be obtained and application made for work.

Most responsible jewellers are able to impart some sort of practical information touching upon the industry, and we advise our readers to consult one or other of them in their district. It is an



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exclusive business, but in this country it is more or less part and parcel of the wholesale jewellery trade that undertakes stone-setting in conjunction with it.

### Dispensers.

**L**ADIES are frequently employed as dispensers, but all candidates are required to pass an examination before they can fill the post. A three years' apprenticeship to a qualified chemist is the best training. A fee is often payable as premium, the amount varying from £50 to £75. (See CHEMISTS.) Medical men in large practices frequently employ ladies as dispensers, and some will accept the certificate of the Apothecaries' Assistants' Examination. In the latter case a course at a school of pharmacy must be taken. This costs about ten guineas. Salaries for lady dispensers vary from £80 to £150.

### District Messengers.

**T**HE service of messengers is not generally specialised, but in London the District Messenger and Theatre Company, 100, St. Martin's Lane, W.C., caters for this work. Wages of boys used to commence at from 5s. to 7s. per week, with extra pay for Sunday duty. There is a half-yearly increase of 1s. until the wages amount to 10s. per week. A special bonus is paid to boys continuing in the service (of 10s.) from May 1st to the July 31st in each year. Boys are supplied with a uniform. The hours are ten on day duty, and eight on night duty.

A gymnasium, drum and fife band, reading and recreation rooms are open to the boys employed. The work affords good training for boys; and business habits, and smartness, abound. Applications

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are frequently made to the Company by outside firms for boys to take up permanent posts.

### Divers.

THERE is no apprenticeship. Make application to the firm of Messrs. Siebe & Gorman, Westminster Bridge Road, S.E., who employ a number of divers, and are makers of diving apparatus. Beginners start as divers' assistants, attending to the pumps, and seeing to the diver's various wants when he is down below. A most responsible position. Men of intelligence and smartness are only employed. The pay is good. After a thorough grounding in diver's duties, the novice may try one or two visits below, and, by degrees, he will become accustomed to the atmosphere. If promoted to be a diver, he will be employed at first on harbour and dock work, or bridge work. The pay is 5s. per hour, and skilled divers receive, in addition, a retaining fee of about £100 a year.

Deep-sea diving is a more hazardous task, but is compensated by higher pay and a chance of getting a bonus, especially if engaged on the recovery of treasure. One diver recovered £70,000 in gold from the wreck of the steamship *Alphonso XII.*, sunk off Point Gando, Grand Canary, in nearly 30 fathoms of water. In addition to his ordinary pay he received nearly £4,000 for his work. Good health is essential.

### Draughtsmen.

THESE are required in the offices of Engineers, Architects and Surveyors, and specially in Municipal Offices. This profession is now open for women as well as men, specially for the tracing work. A good draughtsman must have had a good

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general education, and must have been in an office of an engineer, or architect, or surveyor for some years. It is well also that he should have gone through, in the first instance, a course of training in the drawing classes in a technical institute.

Not only private and public firms and enterprises, but all the municipal and county council bodies employ a fairly large number of draughtsmen, commanding various salaries according to personal qualifications and experience, and as there is plenty of scope for advancement and improvement in these official appointments and situations, besides the usual pension following faithful service, we advise aspirants to bear the above in mind.

Tracing clerks are commonplace situations carrying only commonplace salaries, but when the peophyte reaches the degree of plan copier he may get about £180 or £200 per annum.

### Drapers.

ONE in the trade writes to us:

"The wages of sin is death, but the wages of Messrs. — is starvation."

The above is often observed pencilled on the whitewashed basement walls of business houses, more especially in Drapery houses. Those who are guilty of such expressions either expose their lack of wit or have no ambition to rise or seek for better prospects, especially when one ought to know that if not satisfied it would be better to seek an advance in other shops.

The drapery is a respectable trade, and ranks as one of the cleanest in shop life.

The majority of employees are of good educa-

tion, courteous and obliging, and those who lack these qualities rarely succeed.

In the case of young men, those having a country town apprenticeship are preferred, having acquired an all-round insight of most departments under the eye of an employer who has gained his experience from a similar apprenticeship, and who naturally takes an interest in the welfare of his small staff.

Until recent years the sons of Welsh farmers chose Drapery for their calling, and after serving an apprenticeship locally, flocked up to London to make their fortune, as will be noticed by the number of stores under the proprietorship of a Lewis, a Jones, an Evans, a Davies, or a Williams, etc., and all their places are in a prosperous condition.

With reference to large store apprentices the case is different. Here they are placed in one department, and rarely get beyond this, excepting when going to a new situation, when they immediately show their inexperience of the new department.

- Large store buyers are not engaged to teach; therefore the apprentice has to learn all he can by the observation of every-day incidents.

There is no fixed salary, although there is a Shop Assistants' Union, which is not taken advantage of by drapers. It is surprising that one hears of so many assuming a private income, especially females. It is also to be regretted that this class, as well as small drapers' sons, occupy positions in large establishments at little or no salary just to gain experience. This has a tendency to lower the standard of wages. The stages of advancement may be briefly stated thus:—

An apprenticeship of three to five years; 2s. to 3s. weekly pocket money.

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Improver, £20 to £25 per annum.

Junior, £25 to £35 per annum.

Assistant, £40 to £60 per annum.

The foregoing includes board and lodgings, which varies in quality and style, as the house-keeper has a limited sum per head allowed for these items. There are those who lodge out, but have midday luncheon and tea provided. They may receive 20s. to 60s. weekly. To this must be added commission on sales, which would add 40 to 70 per cent. on salary.

Buyers' salaries vary considerably, as a first buyership may be obtained by asking a modest salary from £120, and after a season's experience seeking a better situation at any sum from £200 to £1,000. Even buyers get  $\frac{3}{4}$  per cent. to  $1\frac{1}{4}$  per cent. commission according to the turnover of the department.

Managers engage the staff by bartering, as they are bent on increasing dividends and decreasing expenses. Through lack of unity, employees cannot command their value for services, but have to be content with what the employer offers them.

### Dressmakers.

A WOMAN who is skilful with her needle and has business capacities, together with a small capital, can start a business which may develop into a very big thing, for some of the largest of the Costumiers' and Dressmakers' businesses in London are to-day managed and owned by women who started them in a very small way.

Apprentices are also taken into the trade, and a small premium can be obtained from these.

And not only women, but the plums of the business of dressmaking are in the hands of men,

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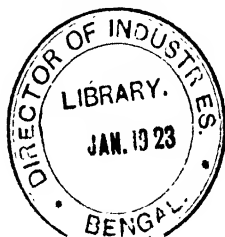
who make a handsome return on their capital and work. The names of the fashionable mendressmakers in Paris, London, Vienna, and Rome are household words in the world of women.

Young British women desirous of taking up this work for their living will experience little or no difficulty in making a start with a local firm. A personal interview with the forewoman can always be obtained at the time of call.

A period of apprenticeship is necessary, and the age runs from about fourteen or fifteen, and on. The training period is about two years, during which time the apprentice may get a few shillings a week, but when she becomes an improver she may get 8s. to 10s. a week, and then as assistant perhaps about £1 per week. Fitters are treated specially, and this is the class of work a girl should aspire to reach when she starts in the line.

### Embroidery.

THE chief teaching institution for this branch of art work is the Royal School of Art Needlework, South Kensington, which should be applied to for the terms of entrance, etc. A three years' diploma course costs about £30 or £40. A few lessons are given for about £2. All branches of art needlework are taught, and pupils get employment on the staffs of ecclesiastical outfitters, etc. In the provincial towns, at evening schools, and municipal institutes, there are also classes of instruction in embroidery.



### ENGINEERING SECTION.

CIVIL, MECHANICAL, MINING, ELECTRICAL,  
AND MARINE.

HOW to make a boy an engineer was a question much discussed before the war. There were some engineers in our country, especially those connected with Universities, who advocated the German system, according to which a boy leaving school should learn his engineering first of all in the University or Technical College, and afterwards should spend about three years in workshops, but many of the most eminent of our engineers were and are strongly of opinion that there is but one way to make a good engineer, and that is for the boy to go direct from school after having had a good general education, into the workshops, and if he has not the energy and ability to pursue his theoretical training side by side with the workshop practice, then he should go into a University or a Technical College for a course of theoretical training after his training in the workshops.

To-day it is evident to the world that the British method of training engineers by workshop practice first is the best; in saying this care must be taken to emphasise the fact that if the boy is to be an engineer and not a workman or mere mechanic he must have had a thoroughly sound education before he leaves school, and special attention must be given all through his career to the study of mathematics, and he must pursue at least some of his theoretical studies during his course in the workshops.

#### Automobile.

The motor car is developing with such amazing rapidity, and in such a variety of ways in motor

## **Situations and Appointments that Pay. 71**

transport of various kinds, that a much-needed Institution of Automobile Engineers has been established.

This important department of Engineering is entered on the same lines as the other departments, and though a good salary may be obtained by all persons duly qualified and thoroughly trained, the "plums" are always for those who possess conspicuous talent, energy, and perseverance.

Apply for particulars of the Institution of Automobile Engineers to the Secretary, 28, Victoria Street, London, S.W.

### **Civil.**

A boy's ambition ought to be to become an A.M.I.C.E. (an Associate Member of the Institution of Civil Engineers), the head offices of which are in Great George Street, Westminster, S.W. This diploma means not only the passing of difficult and high examinations in mathematics and natural sciences and theoretical engineering, but also great experience in the workshops, under highly qualified engineers. There is a preliminary examination and a final examination for which a youth cannot be entered until he is over twenty-one. The diploma is not granted until the man is over 25, but when he has obtained it his livelihood is assured in all parts of the world.

*Preliminary Examination.*—The obligatory subjects are: English, comprising history, literature, and general geography; Mathematics, comprising arithmetic, algebra, geometry and trigonometry. Two alternative subjects must be selected out of a possible eleven.

*Associate Membership Examination.*—Obligatory subjects: Mechanics, strength and elasticity of



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materials, and either Theory of Structures or Theory of Electricity and Magnetism.

*Alternative Subjects.*—Two of the following nine, but not more than one from any group:

Group I.—Geodesy; Theory of Heat Engines, Thermo-Electro-Chemistry.

Group II.—Hydraulics, Theory of Machines, Metallurgy.

Group III.—Geology and Mineralogy; Stability and Resistance of Ships; Applications of Electricity.

Certain examination of certain Universities are accepted as equivalent to the above examinations. For full particulars, apply to the Secretary, as above.

### **Electrical.**

For particulars of the examinations and membership of the Institution of Electrical Engineers, apply to the Secretary, Albemarle Street, London, W.1.

Appointments are obtained in Electrical Power Stations under Corporations, and on Railways and Docks. Training is necessary in the Electrical Department of a recognised Technical Institution.

### **Gas.**

For particulars of the Institution of Gas Engineers, apply to the Secretary, 39, Victoria Street, Westminster, London, S.W. The members are Engineers who specialise in engines driven by gas.

### **Mechanical.**

For particulars of the examinations held in connection with the Institution of Mechanical Engineers apply to the Secretary, Storey's Gate, St. James's Park, London, S.W.

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An engineer who has been through the "shops," and holds this diploma will not find it difficult to secure a position in some capacity or other. If he can secure a small capital he can start a small place of his own in some industrial or mining district, and do well, especially if he has the ability to bring out new ideas and also work them out.

### **Mining.**

A Mining Engineer should be a member of the Institution of Mining Engineers, particulars of which may be obtained from the Secretary, 39, Victoria Street, Westminster, London, S.W. This will give him an introduction to mining engineers, and a status in all parts of the world.

In this, as in all departments of engineering, practical training is essential, in addition to theoretical knowledge.

### **Municipal and County.**

For particulars of the Institution of Municipal and County Engineers, apply to the Secretary, 92, Victoria Street, Westminster, S.W.1.

### **Marine.**

After an apprenticeship in engineering workshops, a youth can get a position as a junior engineer on board of a liner or a merchant steamer, and ultimately rise after having passed the various examinations of the Board of Trade to the position of first engineer, earning a salary of from £15 to £30 per month.

Engineers are required for insurance companies as boiler and machinery inspectors. They can also by nomination obtain positions under the Govern-

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ment as factory inspectors and assistant factory inspectors.

We have given the addresses of the various institutions governing the different sections of the engineering world as a matter of convenience, and also as suggesting the best media for obtaining information for the starting your son in life as an engineer. The preliminary training is practically the same, but specialisation follows the workshop training.

The first steps with regard to the training in the practical sense, whether you become a working engineer or a professional engineer (the first being the ordinary engineering mechanic) must be taken in the form of an interview with any firm of engineers, which will be granted on writing for an appointment. The next is the question of premium, which is known to range from £30 to £1,000 (the latter including the full and complete course from first to last).

All detailed information is given in the syllabus issued by the several local schools and colleges, a copy of which will be given to you on application either personally or by letter.

### Estate Agent.

TO enter this business, experience must first be obtained in a land or estate agent's office as an indentured pupil. A premium will have to be paid, £50 being an average sum; but this will vary with the status of the principal and the extent of his business. Sometimes the premium is returned as salary. A small rather than a large office is to be recommended, since the more varied the business passing through the pupil's hands, the greater knowledge will be gained. At 18 the student should

enter for the Students' Examination of the Surveyors' Institute, particulars of which can be obtained from the Secretary of that Society at 12, Great George Street, Westminster, S.W. Success at various outside examinations will exempt the student sitting for this preliminary examination. There is another examination to be passed when the student is 21½ years of age, to qualify him for the class of Professional Associate of the Surveyors' Institute.

### **Working Electrical Situations.**

**T**HERE are many ways of earning a good livelihood in connection with electrical work.

\* Service layers, wire men and jointers, together with boys to help, are required in increasing numbers, and are well paid as workmen's wages go.

### **Electrical Dealers.**

**W**ITH a little capital and a practical knowledge of electrical work, a good business may be founded by the shrewd man. A working experience is absolutely necessary, since the sale side of the business is comparatively small. The aspirant should be an expert wireman able to put in telephone, bell and electric light installations, as well as to repair steam, gas, oil or electric engines. As regards sales, municipal trading has largely restricted this part of the business, and it is not often wise for the electrician to stock largely.

### **Feather Makers.**

**M**ANUFACTURERS of feathers employ female hands, generally young girls, in cleaning and preparing feathers for the market. The seasons vary in the amount of business and the demand for

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hands. Wages generally range from a few shillings to a pound per week. Advertisements are to be seen in newspapers, and applications for vacancies can be made to the manufacturers.

### Farm Bailiff.

A FARM bailiff can make a good income when he is in charge of a large farm which he takes care of in the interests of those interested in farming, but who do not understand the details of it. In addition to a house, together with fuel and other extras, he often receives a salary of £200 to £300 a year. A good training in agriculture is necessary.

Detailed information can be obtained by reading the various journals regularly published in the interests of farming and stock-breeding (see any bookstall manager for the titles of these papers).

Few appointments are made except in those cases where the applicant has been trained on a farm, and knows the land well, and all about stock, and the markets. But almost every good farmer is open to take lads for training, and in this way it eventually leads to the better and higher appointments. Get a friend in the country known among the farmers to get particulars for you.

### Fishing-Tackle Business.

ONLY a small capital is required for a start in this business, and a man should get to know anglers in his neighbourhood, and should be able to fish in his local streams and lakes, and then invest only in such gear as is useful for the locality. Shelving and boxes are the main fittings necessary, with a glass-top counter. For repairing, a bench and vice will be wanted, together with a small

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drilling machine and a  $3\frac{1}{2}$  in. centre turning lathe, and various other tools. Fifty per cent. must be put on all classes of fishing-tackle, as old stock often has to be destroyed, or sold under cost price.

### Fishmongers.

**A** GOOD line. An apprenticeship and a full experience added to a sound constitution are necessary to succeed in this business. Two or three years with a retailer in a good neighbourhood, and the same time with a wholesale merchant in the market is the best experience. Then, with a capital of £50 or £80, a man may embark. £20 or £25 should suffice to fit up a shop in fair taste, which should be taken in a popular part or in a well-to-do suburb. On so small a capital the business must be one of cash dealings, and the average profit all the year round should be 50 per cent. An assistant, at about 30s. per week will be necessary, and a lad at 7s. The lad will have a good opportunity of learning the business.

### Florists.

**A** SHOP in a fairly good-class neighbourhood should be chosen in a busy part, and a capital of from £50 should be in hand. The fitting of the shop with shelves, a counter, vases, etc., should not cost more than £20. Supplies could be obtained from the market every two days at least. Selling must be for strict cash. A profit of 100 per cent. must be made on cut flowers; on pot plants, 25 to 50 per cent. Wreaths and bouquets are the most paying parts of the business. An average profit of  $33\frac{1}{3}$  per cent. should be made on all sales.

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### Foreign Correspondents.

**T**HESE are posts filled by clerks who have made a speciality of two or three foreign languages, French, German, or Spanish, according to the needs of the house employing them. To this must be added the ability to write a good plain letter, and an intimate knowledge of business. Examinations for commercial certificates are held by the London Chamber of Commerce and the Society of Arts, 18 John St., W.C., and the gaining of either of these certificates is a great advantage in applying for a berth. The salary that a competent man may command will vary from £3 to £4 a week.

### Fruiterers.

**F**OR the young man with experience a capital of £60 to £100 is necessary, in order to open for himself. He should get a shop with an open front and the right to display his goods on the pavement. £15 to £20 will suffice to fit the shop with shelves, bins, baskets, scales, &c. The stock is turned over at least twice or three times a week, and the waste amounts to £1 per week. The average profits are 33½ per cent. on a thriving business. A lad wishing to learn this business should obtain a job in the best shop in the neighbourhood.

### Fruit Farmer.

**A** COLLEGE course would be necessary, or experience on a fruit farm; and provided a man knows his trade well, he could start on a capital, say £200. The situation should be near a thriving town, where the produce could be disposed of without the extra charge of railway freightage for a long distance, and risk of loss in a glutted market. A lad should have no difficulty in finding

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employment on a fruit farm, where, whilst working hard doing farm labourer's work, he can, by keeping eyes and ears open, get a thorough practical knowledge of all sides of fruit farming. Apply to a farmer.

### Fur Merchants.

A THOROUGH knowledge of furs of all kinds, making-up, dyeing, and repairing can only be obtained by a long apprenticeship. Assistants are paid on about the same scale as those in drapery establishments. A man who knows the business thoroughly and has about £2,000 capital can make a large income in the west end of London or in a large provincial town.

### Gardening.

A COMING profession. Women have of late years taken a prominent position as assistant-gardeners, and it is a profession eminently suitable for those loving an open-air life. A course at an agricultural college should be taken—there is one at Swanley and another at Reading—the cost of which, including board and residence, amount to £70 or £80 a year. All branches of garden work are taught, flower, fruit, and vegetable growing, beekeeping, dairy work, and poultry farming. Positions are obtained by successful students as lecturers and teachers at varying salaries, and as assistant-gardeners to ladies. For lads whose funds will not permit of a college education, there is the more practical way of obtaining a post as boy with a florist.

### Glass and Earthenware Trades.

#### BOTTLE-MAKERS.

A PPRENTICES serve five or six years, commencing at 15s., rising to 30s. Wages in



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Scotland range from 24s. 6d. to 33s. 6d., according to department. Hours, 50 per week. In North of England wages range from 40s. to 55s. Hours, five or six 10-hour shifts. A lad wishing to be apprenticed to this trade should either apply personally or by letter to the nearest firm.

### FLINT GLASSWORKERS.

A boy usually serves from fourteen to twenty-one learning as assistant or apprentice. In the country he begins at 5s. or 6s., rising 1s. per week annually, for 33 hours or 11 moves. Standard wages range from 19s. to 40s., according to class of work. In London, wages are higher.

### GLASS BEVELLERS AND SILVERERS.

Apprenticeship is usual. Wages vary according to the difficulty of work, from 30s. to 45s. per week of 54 hours.

### POTTERY WORKERS.

Apprentices to "throwers" serve five or seven years, beginning at 4s. per week, rising to half, and sometimes two-thirds journeyman's wages. The latter range from 40s. to 50s.; average is 30s. per week of 60 hours. Women finishers earn 12s. to 15s. per week; machinists earn from 20s. to 25s. per week.

### EARTHENWARE DECORATORS.

Seven years' apprenticeship. Wages, 2s. and 4s. a week during the first and second years; then rise to half, two-thirds, and five-sixths piecework rates. Piecework general, workmen earning on an average from 35s. to 46s. per week. Specially artistic men can earn up to £6 a week, according to ability. The week varies from 45 to 50 hours.

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### Glovers and Hosiers.

THIS offers a fine scope, but a good knowledge of the trade is necessary. Capital, premises, rent and fittings should be similar to those for a gentleman's outfitter. A glove-cutter at work in a window is a good draw, and the trade of gloves to measure is more profitable than the ready-made trade. Cleaning gloves is also lucrative. The assistance required need not be large, a boy as an outdoor apprentice, starting at 6s. and rising to 10s., and an errand-boy at 5s., will be all that is necessary. Profits should be 50 per cent. on cost prices, and stock should be turned over several times in the year.

### Governesses (PRIVATE).

A YOUNG lady, well educated, and who has been brought up in a cultured home, can obtain a position as governess in a private family where her salary may go up as high as £60 a year, and sometimes higher. If she is fortunate she will become a friend of the lady of the house, and will be happy. If she is not so fortunate, she will be treated as a superior servant. The salary is such that little provision can be made for old age, but where necessary a grant may be obtained from some of the institutions specially devoted to the interests of private governesses.

### Grocers.

THE best way for a boy to become a grocer is by starting in a small shop, where he will learn all departments of the trade, otherwise at the end of his apprenticeship, he may only know thoroughly one or two departments such as bacon and butter; a boy alert and intelligent, who starts

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young, works hard, is good tempered and polite, at the end of his apprenticeship can get a position of assistant earning about £2. a week, and later on, when he has acquired a little capital, he can start a business of his own; there is no reason why he should not become as successful as Sir Thomas Lipton, who started life in this way, not to mention other great social lights.

### Gun and Ammunition Dealers.

**G**UNS are profitable. Manufacturers' prices generally allow a profit to the retailer of 33½ to 50 per cent. A profit of 25 per cent. is general on cartridges. A man who is himself a sportsman, would be most successful as a salesman. Guns must be kept well cleaned and oiled. Revolvers can only be sold to licence-holders.

### Hairdressers.

**A**PPRENTICESHIP. The present term varies from three to five years. A premium of £10 or more may be asked, especially if ladies' hairdressing is to be taught. Wages are paid at 2s. 6d., 5s., and 7s. 6d. for the three years. Boys often enter as latherers, at 2s. 6d. weekly. At the end of his arranged term, the boy goes as an improver, at 10s. to 12s. indoors, or 20s. to 22s. outdoors. A good journeyman may get from 30s. to £2 a week and commission, or perquisites.

A ladies' hairdresser may receive £3 or £5 Female apprentices are usually taken for three years, at a premium of £10. Wages vary from about 2s. 6d. to 5s. for the first year; as an assistant, the wage would average 30s. per week with commission. Lessons in ladies' hairdressing are often given in the shops, at 5s. per lesson. The

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terms mentioned here are only approximately given, as they vary in different centres. The wages are much higher in many firms.

### Hatters.

**M**ONEY is needed for the opening of this business—providing, of course, practical experience has already been gained. The fittings of the shop should not cost much, these being of a simple character. Knowledge of the peculiarities of the headwear popular in the locality of the shop is absolutely necessary. Working expenses average the same as in a clothier's or a glover's business. The minimum profit on a cash business should be 33½ per cent., while for club and contract orders a lower profit is often taken, since this class of business constitutes a good advertising medium. A lad wishing to learn this business should make application to one of the well-known manufacturers.

### Herb Growers.

**I**N many parts of the country there are many people who make a special feature of growing herbs for medicinal purposes, and with a small outlay, care and diligence, they are able to build up a business which produces a considerable income, and under very healthy conditions. We are now capturing this trade from the Germans.

### Hide and Leather Trades.

**S**KINNERS serve an apprenticeship of five to seven years, and earn from 30s. to 70s. a week when paid by piece work. In some places it is more.

**FUR SKIN DRESSERS AND DYERS** learn the business in a few months. Women do the light

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work and sewing, earning about 30s. per week, and men when on piece work earn about 50s. to 60s. per week.

FURRIERS have to undergo an apprenticeship, and then as improvers they learn cutting and nailing; they can earn as much as from £5 a week, to £7 and £8.

SADDLE AND HARNESS MAKERS: Apprenticeship is not common in this trade, but the boy spends five or six years with a harness-maker, earning a few shillings a week to start with, and later on when he works on piece work terms he can earn some £3 to £4 per week, and more.

TANNERS.—An apprenticeship is necessary here, and the wages amount to about £3 per week and more.

PORTMANTEAUX MAKERS earn, after an apprenticeship, about 60s. per week..

BOOT AND SHOE OPERATORS, after an apprenticeship, earn about 55s. per week, and more in some places.

## Horticulture.

THIS industry is developing on parallel lines to Agriculture. The Royal Horticultural Society, Vincent Sq., S.W., holds examinations in the elementary principles of Horticulture and Horticultural practice in April each year, and a National diploma for Horticulture is granted on the results of examinations which are held in June each year.

The possibilities in Horticulture for women are emphasised by the fact that women have been admitted as workers. There are many colleges and schools providing training in the cultivation of fruit, flower, and vegetable gardens, orchards and conservatories, intensive French gardening,

poultry keeping and bee keeping, fruit preserving and dairying, and they also train women for similar work in the Colonies.

These are Schools of Horticulture:—The Horticultural College, Swanley, Kent; Royal Botanic Society of London, Regent's Park; University College Reading; Edinburgh School of Gardening for Women, Corstorphine; Royal Botanic Gardens, Glasnevin, Dublin; Studley College, Studley Castle, Warwickshire; School for Lady Gardeners, Glynde, near Lewes; Bedford College for Women, York Gate, Regent's Park, N.W.; Strathconal School, Huntsmoor Park, Ives, Bucks.

### **Hotel-Keeping.**

**G**ET into touch with a good firm with propositions in hand. As with boarding-houses, business qualities of a high order have to be united with personal attractiveness. The keeping of temperance hotels is a line peculiarly fitted for women. All expenses should be carefully checked, and strict supervision of the catering department exercised. Nevertheless, the policy of stinginess must be avoided, for nothing harms a house so much. The daily consumption necessary for the probable number of visitors can, after a little experience, be almost accurately estimated, so that waste shall be avoided.

The goods delivered by the various tradesmen should be weighed on entrance and examined as to quality. With strict attention over every department, the charges need not be high; and a reputation for reasonable tariff, combined with good catering and a courteous attendance, will result in a successful business. A good business training is a factor.

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### House-Furnishers.

**A** CAPITAL of about £250 would be needed. Fittings need cost but little for a start—say about £10. The main thing is to have a good “stock-air” about the shop, with frequent change of window exhibits. The hire-purchase business should be handled carefully by the beginner, for though the profits are high, the risks are great. Profits should work out at about 33½ per cent. to 50 per cent. on cost price.

### Hudson Bay Company's Service.

**V**ERY few appointments are made on this side to situations in the company's service in Canada. Sometimes a few apprentice clerks are appointed on a five years' engagement at a small increasing salary, with board and lodging according to the custom of the country. Candidates must have received a good plain education, be of good moral character, healthy in every respect, and of sufficiently robust constitution to withstand the rigour of the winters in the Far North. There is no set examination to pass as to proficiency in studies. There are always many candidates on the list for appointments, which are rare. Applications by intending candidates should be made to the London offices of the Company, Lime Street, E.C.

### Indexing and Indexers.

**A**DVERTISEMENTS for indexers often appear in the “Times” and in the weekly literary journals. The four chief parts of the training and of the work of indexing are: (1) Alphabetising; (2) Writing the slips; (3) Editing and checking; (4) Proof-reading.

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Appointments are made by the Government, County Councils, newspapers, and large firms as well as by private individuals.

Indexing is an exclusive appointment, and is really seldom to be met with outside a publisher's office. The work is obtained chiefly through an author's introduction, and the person recommended must be well educated. The payment for services is not governed by any standard rule, and the amount depends entirely on the class of indexing that is done. This indexing must not be confounded with the work of the junior clerk in a commercial office; it refers to books carrying an Index at the end of the volume, apart from the Contents.

### Insurance Section.

THIS is an ever-growing world of activity.

INDUSTRIAL INSURANCE is promoted by such large Companies as the Prudential, Pearl, Refuge, Liverpool and Victoria, and others. If a man or woman is a good canvasser and has a few pounds with which to buy a book he or she may make an income of about £3 to £4 a week. This is a side of the business which requires much patience and persistence, and all the qualities of an able canvasser.

FIRE INSURANCE.—The men who make good incomes in this direction are either experts in the office or else outside workers who have a good knowledge of surveying and many other departments of business in order that they may put through only propositions which are fairly safe, as well as private persons.

LIFE INSURANCE.—This is a lucrative department of insurance. Provided a man makes a good



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beginning as a canvasser and introduces good business each year, and his superiors know that he is capable of introducing good business, he will be promoted, and before long be made superintendent of a district, when in addition to his salary and commission on his own business he will get a commission on the work introduced by his assistants. It is a common mistake for people to think that they can on application obtain a good position in a Life Insurance office; their remuneration is always based on the business carried through.

It is true that to-day there are many men in high positions whose incomes are over £1,000 a year, and in one known case a man who started life as a carpenter in a small town is now managing director of a large company and receiving a salary of over £3,000 a year, but these people are at the very top, and they have reached their position because of exceptional gifts, but starting originally as canvassers, and afterwards as organisers.

There are many clerks and other private persons who add a few pounds a year to their income by effecting life and fire policies among their friends.

There is a great field of possibilities for one who enters an insurance business. It would be well for a boy to start in an office, and pass the examinations organised by the Federation of Insurance Institutes at 9, Albert Sq., Manchester. Later on he should leave the office, fling himself into the sea of life as a canvasser, and when he has made his mark in that department, promotion will be easy and rapid.

Industrial insurance clerks are not so highly paid, although the qualifications and work are similar to those required in the above-named offices. The industrial offices do an enormous

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business, one London company alone has a yearly income of six millions, and many have incomes of over a million. In some offices agents are given a book of premiums, amounting to about £4, at a commission of 20 per cent., which would bring in 16s. or 18s. This, at starting, is supplemented by a salary of 10s., or less according to the size of the book, so that the agent's income may be about 25s. a week. New business is paid for at from ten times the premium collected upwards. Other offices allow the agents to own the books, and they have the right when giving up to nominate their successors, subject to the approval of the company. To purchase a book is undoubtedly the best way to take up an agency; the price is about twenty times the amount of the premiums to be collected. Thus a £20 book will be £400. This will bring in about £4 per week, and unless it is distributed over a small area, it will be difficult for a man to collect it, working five days a week. A book producing £2 to £3 is more likely to suit a beginner. There is no royal road to success in the business. Every person insured must be called upon at the time that is most suitable to him, and the agent should be hail-fellow-well-met with every one with whom he comes in contact.

Insurance business must necessarily be learned by actual experience in an office, but one of the best tasks an intelligent junior can set himself will be to pass—not all at once, but one or two at a time—the examinations set by the Federation of Insurance Institutes, held annually in April. Intending candidates may obtain full particulars from the Federation, 9, Albert Square, Manchester.

The following are specimen Fire Insurance questions: (1) Describe the various stages in trans-

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acting guarantee business up to the issue of the guarantee policy. (2) What openings in a parting wall are not to be regarded as communications, and what is meant by the term "fireproof compartment?" (3) State what you consider to be the main fire hazards of tanneries. (4) What special danger is there in exposed iron or steel work of so-called fireproof buildings, and how may it be obviated? (5) Summarise concisely what constitutes insurable interest. (6) Give a brief but clear statement of the reason for the adoption of the Average Clause in mercantile and industrial insurance. (7) What are the chief points to be observed in the inspection of an installation of electric wiring in a private residence? (8) Name four chemicals in extensive use that are likely to cause organic substances to ignite or explode, and give short details as regards two of them. (9) Reply to a policy-holder having considerable insurances on farm buildings, agricultural produce, and live stock who complains that no concession in premiums is made to him, although his premises are fitted with electric light (dynamo driven by oil engines), and he has some efficient extinguishing appliances.

Uphill at first, it can become an easy thing afterwards.

### Iron, Steel and Metal Trades Section.

**BARGE BUILDERS** start at about 10s. a week, rising to 15s. a week during their seven years' apprenticeship.

**BOILERMAKERS.**—Seven years' apprenticeship. The work is unsteady, but when they get plenty of work, they are paid on the piece system, and can earn up to £10 a week.

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**SMITHS.**—Apprenticeship in most parts. In many parts the boys start as hammer drivers, then they are promoted to strikers, and the best strikers are made smiths, when they earn about 50s. a week.

**BEDSTEAD MAKERS** begin work at about 14, and by piece work they earn as much as 50s. to 100s. per week.

**BRITANNIA METAL WORKERS.**—Seven years' apprenticeship, workmen earning about 50s. per week on piece work.

**BRASS AND COPPER WORKERS, BRASS MOULDERS, BRASS FINISHERS AND COPPER SMITHS** all have to go through an apprenticeship, and generally earn about 50s. per week.

**CHAIN AND ANCHOR MAKERS.**—Often apprenticeship is required; it is always desirable. Wages rise to about 50s. per week.

**CORE MAKERS.** — Apprenticeship required. Workmen earn about 45s. per week.

**FARRIERS.**—Apprenticeship in the country. Men earn about 40s. per week.

**EDGE TOOL MAKERS.**—Begin work at about 15, and at about 25 are recognised as skilled workmen, earning on piece work about 55s. per week.

**A FILE WORKER** starts work at about 14. When he is about 21, wages ought to be about 55s. to 60s. per week.

**GUN MAKERS.**—Where there is apprenticeship it is for about seven years. The men are well paid, the total being about 60s. per week.

**LOCK MAKERS.**—Apprenticeship is not common in this business now. The men are paid on the piece-work system up to about 45s. per week, boys' and girls' help receiving about 10s. per week.

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**IRON PLATE WORKERS.**—Apprenticeship is required, wages reaching about 40s. a week.

**LEAD WORKERS**, making lead pipes and sheets, no apprenticeship; average wages about 32s. a week. Girls work in this, earning about 15s. per week.

**IRON FOUNDERS AND IRON MOULDERS** earn about 50s. per week.

**MATHEMATICAL AND OPTICAL INSTRUMENT MAKERS.**—Apprenticeship of about seven years; wages about 65s. per week.

**TIN PLATE WORKERS.**—Seven years' apprenticeship. This is hard and severe work, especially in South Wales, but the men earn big wages, up to £6 and £8 per week.

**STEEL SMELTERS AND PUDDLERS.**—These are paid up to £8 and £10 per week, but the work is very hard and severe.

**ROLLING MILL WORKERS.**—In this case, also, there are actually no apprentices, but the wages are high, just as with the steel smelters, but the work is exacting.

**SHIPBUILDING.**—There is now, and there will be certainly for many years, a great demand for shipbuilders. Apprenticeship is necessary, the apprentices earning up to about 15s. a week. Rivetters often earn £4 or £5 a week, and more with piece-work, and the Smiths and the Platers and Holders-up also earn considerable wages.

**PATTERN MAKERS** work in foundries, under agreeable conditions. They are invariably intelligent men who understand drawings, and they are good workmen in wood. It is probably the most desirable position for a workman in an iron foundry. They earn up to about 60s. per week.

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**ZINC WORKERS.**—Apprenticeship wages up to about 45s. per week.

**STOVE MAKERS, SAFE MAKERS, RAZOR FORGERS AND PLANE MAKERS** also require apprenticeship, and the wages earned are about 45s. per week.

### Ironmongers.

**THIS** is a business which for the purpose of starting in it involves about £500 for capital. The assistants, as a rule, are poorly paid. A man who understands the requirements of small builders, as well as the ordinary work connected with an ironmonger's shop, can make a good income, especially if he has a small workshop with a few workmen.

Assistants are paid at the rate of about 50s. a week, and sometimes this is enhanced by a commission on the whole turnover, or on certain lines. A delicate man would hardly find a business like this conducive to the keeping of good health, as the physical exertion and strength necessary would be found too exacting for him.

### Jewellers.

**IT** is not general, but apprenticeship exists. Seven years is the term. Ordinary work paid for at 9d. to 1s. per hour; best work about 1s. 6d. per hour. Skilled modellers and designers earn several pounds a week. Gold-beating is poorly paid. Gold and silver wire-drawing is done chiefly by girls, who earn up to 17s. per week.

A man who has a knowledge of the different qualities of gold peculiar to Britain, America and the Continent, and is familiar with rolled gold, gold cased, the degrees of colour in the various precious stones, could start a jeweller's shop in a

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town on a capital of £500, with good chances of success. He would be able to keep out of the hands of the wholesalers, and still lay in a stock costing £200. Allowing £100 for one year's rent in hand, and another £100 for shop-fittings, which should be as distinctive as possible, the jeweller will have a reserve of £100. The first stock purchased should include rings, brooches, charms, necklets, lockets, pendants, with an assortment of gold, silver and metal watches. The prices of gent's gold alberts are cut so much that only a few should be stocked. At first these articles should be stocked in real gold and silver only; for then, if a selection unsuitable to the district should have been made, the shopkeeper will always have, at least, the making-up price in the market value of the material, whilst imitation jewellery once soiled is difficult to renew or make fresh. A general profit of 50 per cent. should be obtained, and the jeweller should not attempt to trade under 33½ per cent. Repairing should be taken in, for if the jeweller is not a practical man himself, he will always be able to make a fair profit by placing the work out at trade shops, which are to be found in every town. In London, wholesale jewellers are to be found in Hatton Garden, Charterhouse Street and Clerkenwell district. For the country in general, buyers turn to Birmingham.

### Laundry Work.

THE workers in the laundry as a rule earn about 25s. a week, according to the hours which they work, but the forewomen and the manageresses earn good salaries, as much as £4 or £5 a week. If a girl is ambitious to do well in laundry work she ought to attend evening classes in this subject

in a domestic school, and also go in for a thorough training for a few months in a high-class establishment where she can learn different departments of the work. A knowledge of bookkeeping is also important. Men are employed in laundries as engineers in charge. A woman with a thorough knowledge of laundry work and a small capital can start an establishment in a house which may later on develop into a big thing.

A young lady wishing to obtain a position as teacher of laundry work must, in addition to a good general education, go through a course of training covering about two years in a Domestic Science School, and obtain the Diploma recognised by the Board of Education.

For particulars of the recognised Schools of Domestic Science, *vide* article on "Cookery."

### **Librarians.**

UNTIL recently the work in Libraries was not organised or regarded as highly technical, but the systems of cataloguing adopted in the U.S.A. have stimulated our people at home, with the result that a librarian's work is now regarded as a profession. Most of the appointments are in the Free Libraries of Municipalities. The most desirable positions in those libraries are in the Reference Library, where a wide knowledge of books is necessary and some scholarship is desirable. The salaries in the Municipal Libraries, apart from that of the chief librarian, are, as a rule, low, being on about the same level as the salaries of untrained assistants in elementary schools.

There are many desirable positions in Universities, and especially in the houses of rich and well-educated men who take a delight in books. The



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salaries in the Universities and Colleges are low, but the salaries paid by rich book lovers often depend upon the tact and scholarship of the librarian.

Ambitious young librarians should become members of the Library Association, and apply for particulars to the Secretary, Caxton Hall, Westminster, London, S.W.

The Chief Librarian of your local Library will always be glad to give you information.

### Medical Profession.

FIRST of all a student must pass a preliminary examination, which, at the lowest, must be almost equivalent to the matriculation examination of the University of London.

One of the first things a student has to determine is whether he wishes to possess a medical degree from a university or the conjoint qualifications of one of the eight or nine recognised medical bodies, such as the L.R.C.P. and M.R.C.S.

If he wishes to obtain the two necessary University degrees in medicine and surgery, he must in the first instance pass the matriculation examination of the University whose degree he seeks, because the passing of the matriculation examination is absolutely necessary before he can begin to pursue degree courses of study in the University.

As soon as he has passed either the matriculation examination of the University, or a preliminary examination recognised by the General Medical Council, he must immediately put his name on the register of medical students kept by the General Medical Council. This is highly important, because his courses of study are not recognised until his name is on the register.

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When he has registered his name he then prepares for the preliminary scientific examination in general natural science subjects; after passing this examination, which he had better prepare for in a College of University standing and not in a school, he enters a medical school attached to a hospital. The course of study takes about five years, and the total amount of fees will reach about £200. It costs parents about £1,000 to get their boy or girl through the long and arduous course of study necessary for the medical profession.

Women are now entering the medical profession in large numbers, and they often do extremely well in their examinations.

The M.D. degree of the University of London is generally regarded as the blue ribbon of the profession. There are many posts open to medical men in addition to general practice. These positions are in the army, the navy, and on liners and in prisons, asylums and as medical officers of health under local authorities. Besides, a doctor can add to his income as a general medical practitioner by vaccination, police and friendly societies' work, and now as a "panel doctor" under the Insurance Act.

Applications and enquiries concerning the examinations for the conjoint qualification of L.R.C.P. and M.R.C.S. should be addressed to the Secretary, Examination Hall, 8-11, Queen's Square, Bloomsbury, London, W.C.1, but for full particulars of the courses of study can be obtained on application to any hospital or medical school.

But the quickest and perhaps better way is in the first place to write direct to the Dean of any one of the Medical Schools in London or the Provinces, who will send you a syllabus of the school and any

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other information asked for. In conjunction with the school studies a student walks the hospital in preparation for the several examinations, and at the end of five years he is ready to enter for the final exams. for the L.R.C.P. and M.R.C.S., and, having "got through," he comes out a qualified medical man, and will now enter his name on the official medical register, from which it can be removed again for "unprofessional conduct."

### Massage Specialists.

A SPECIAL training at a recognised institution is necessary. Apply, Superintendent, Electro-Massage Department, National Hospital, London, W.C.1. Terms per course, £5 5s.

### Mercantile Marine Service—Cadets.

A YOUTH wishing to become an officer in the Mercantile Marine must undergo a preliminary training in the school ships *Worcester* or *Conway*. The candidates are taught practical seamanship, navigation and nautical astronomy, besides the usual branches of a sound English education.

On the *Worcester*, boys are accepted between the ages of 11 and 15½ years. The annual terms of admission are 65 guineas. All the fees are payable in advance, as follows:—First term, £33 5s.; second, £17 10s.; third £17 10s.—three terms per year. The first term includes uniform, ordinary medical attendance, washing, and the use of general school books and stationery. In addition to the uniform provided by the institution an outfit has to be provided by the candidate's parents or guardians. A health certificate must be obtained, signed by a medical man. Further particulars can be had from the Secretary, The Incorporated

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Thames Nautical Training College, H.M.S. *Worcester*, 72, Mark Lane, London, E.C. (Address of College, Greenhithe, Kent.) The training ship *Conway* receives boys between the ages of 12 and 16, in exceptional cases up to 17, who must furnish certificates of good conduct and health. No boy will be considered eligible who cannot read, write and spell fairly, and work correctly questions in the rules of arithmetic. A previous knowledge of algebra and Euclid will be an advantage. The school fees charged are at the rate of 65 guineas per annum, to be paid every term in advance, viz.:—£22 15s. each term of three terms to the year. This charge includes the outer clothing, medical attendance, washing, use of books and stationery. Intending candidates can get full information from the Commander, The Mercantile Marine Service Association, H.M.S. *Conway*, Rock Ferry, Liverpool.

On completion of training as cadets an apprenticeship of three years in a sailing vessel or the same period in a steamship as midshipman is the next step. Some sailing ship owners require a deposit of £20 to £30. This may be returnable, or not, as the case may be, on completion of indenture, and they usually pay besides about £25 in wages during the three years. The number of sailing ships is decreasing, but there are several lines, such as the Inver Line, Aberdeen, that charge a premium of 30 guineas, while £15 is returned during the three years. Steamboat lines taking midshipmen, the terms vary. The Clan Line requires a deposit of £50, returnable with four per cent. interest on termination of agreement, and pay in wages 30s. a month for first year, 40s. for second, and 50s. for third year.

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The British India Steam Navigation Company, Ltd. (9, Throgmorton Avenue, London, E.C.), take cadets on the following terms and conditions:—

The company is prepared to engage for service in their steamers employed on the coast of India and elsewhere, under indenture for three years, cadets who are qualified as under:

The applicant must have served two years' school course on the *Worcester* or *Conway*, and be able to produce satisfactory end-of-the-term reports as to his progress and conduct, or he must have served as apprentice or ordinary seaman for at least one year in a sailing ship or steamer, and be able to exhibit a satisfactory reference on discharge of such service. A premium of 50 guineas is payable to the company on signing the indenture. This will be returned in wages, as follows:—£2 per month for the first, £2 10s. for the second, and £3 per month for the third year, or the equivalent of the same amount in rupees.

Candidates who complete their indenture service satisfactorily, and pass the Board of Trade examination for second-mate, will be eligible for appointment as junior officers in the company's service, and will, as vacancies occur, receive preference for such appointments.

There are also posts open in the Royal Naval Reserve, Bengal Pilot Service, Royal Indian Marine and the Royal Navy, for cadets trained on the *Conway* or *Worcester*. Details of these appointments can be had from the commander of either ship, or the Admiralty.

### Metropolitan Asylums Board.

THE offices of this Board are on the Embankment, London, E.C. The Board employs a

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large number of officials and servants in the various institutions and hospitals under their control. Many of these institutions are entirely devoted to children, and in them, as well as in the hospitals, there are many situations and appointments for women only. Full particulars of all situations and appointments vacant, the salaries and wages, may be obtained on application at the head office.

### CLERKSHIPS.

#### Metropolitan Police, London.

##### CLERKS IN THE COMMISSIONER'S OFFICE.

**A**GE, 18 to 25; approximate salary, about £90 to £360. Necessary forms and all other information from Secretary, Civil Service Commission.

Subjects of examination: Handwriting and orthography, arithmetic (including vulgar and decimal fractions), English composition, précis, English history, English geography, French or German translation.

Persons who have served for two full consecutive years (a) in any civil situation to which they were admitted with the certificate of the Civil Service Commissioners; (b) in the Royal Irish Constabulary; or (c) as registered copyists in connection with the Civil Service, may deduct from their actual age any time not exceeding five years which they may have spent in such service.

##### ASSISTANT CLERK.

Age, 18 to 25. Subjects of examination: Handwriting, orthography, arithmetic (including vulgar and decimal fractions), English composition, digesting returns into summaries.

There is an extension up to any age in the case

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of persons who may have served continuously in the Metropolitan Police Office from a time when they were under 25.

### Milliners.

SCHOOLS of millinery are established where pupils are taught to make wire shapes and French flowers; to shape and plait the straw, and to copy Paris models. At the School of Dress-making and Millinery, Artillery Mansions, Victoria Street, S.W., the course lasts for one year of three terms, and costs £12, or £6 for millinery alone. At the end of the year the pupil sits for the London Higher Technical Examination, obtaining a diploma if successful. After passing this examination the intending milliner should spend at least six months in the workroom of a good house, and, if possible, a short time in the show-room also, so as to obtain practical knowledge of business methods.

As an improver she will get about 8s. or 10s. a week, and later 16s. to 21s. a week. If a start in this business is made in the suburbs, special attention is paid to the dressing of the window, everything new and showy being displayed in order to catch and tempt the eye of the passer-by. On the other hand, in the West End establishments, only very few models are shown.

Ready-made blouses, lace, ruffles, scarves, and sometimes lingerie and corsets, are frequently sold by milliners. The capital required for a business of this kind must all depend on the situation and other circumstances of the case, but it may be said that in addition to sufficient money to purchase the stock, there should be enough cash in hand to pay all working expenses for a year while a connection is being got together.

**Mines Inspectors.**

**A**GE, 23 to 35. Commencing salary, about £300. Candidates for these posts must be nominated by the Home Secretary; must have served at least two years out of the last five working in a coal mine, and must pass an examination which includes tests in practical knowledge of coal mines and mining and metalliferous mines. The subjects of examination are: (1) Handwriting, (2) Orthography, (3) Arithmetic (including vulgar and decimal fractions), (4) English composition, (5) theoretical and practical acquaintance with coal mines, (6) a knowledge of metalliferous mines.

From £300 a year the salary rises to approximately £400, and there are posts carrying £800 a year.

**Motor Drivers (Chauffeurs).**

**T**HERE are schools for teaching motor car mechanism, driving and running repairs, who receive pupils, at times, to suit their convenience, and who guarantee proficiency for a fee of five guineas. The following is the tuition:—

First Section (Mechanism, etc.)—First the pupils are taught thoroughly the mechanism, which is given, first on single-cylinder cycle engine, to enable the pupils to grasp quickly the action of the working parts, also the difference between air and water-cooled engines. They are next taken on to 12 to 16 h.p. chassis, which is taken to pieces to enable the pupils to obtain a thoroughly practical knowledge of the mechanism in general, viz.: Carburation, automatic and mechanical valves, gearing and transmission of power, both chain and live-axle drive through clutch, ignition, wiring-up, water circulation,



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cylinders, timing, tyre removing, etc. When the pupil has acquired a thorough knowledge of the mechanism he is finally taken on both one and four-cylinder cars, of well-known French and English patterns, for demonstration of ignition, petrol, water, manipulation of levers, seat lessons, defective workings, etc.

Second Section (Driving, etc.)—The second part deals entirely with the driving and managing of cars, at first in more quiet thoroughfares, and afterwards in traffic. Faults, which have to be remedied by pupils, are created en route, as this is the only effective way of teaching learners how to attend to running repairs, which knowledge is foremost in the career of a chauffeur. The driving lessons should be given on well-known makes of up-to-date cars. When the pupil has passed through both these sections, he is required to undergo a thorough examination before being able to gain the certificate. In the event of failing, further lessons are usually given without extra charge. The majority of pupils, however, are proficient after four to six weeks' tuition. Before obtaining employment as a driver, a licence from the authorities is necessary. Motor-bus drivers receive up to £3 3s. per week, and drivers in private service from £50 to £200 a year, with allowances.

See "The Times," "Morning Post," etc., for advertisements; also the "Daily Telegraph" and "Daily Graphic."

### Motor-Car Dealers.

THERE is no standard to go by, but a few weeks' foot in the neighbourhood of Long Acre, the seat of the motor-car world, will afford opportunity for gathering much information wanted.

### Motor Garage.

A MOTOR garage offers many good openings in many provincial towns. A brick-lined inspection pit is the first necessity. With dimensions of 42 inches in width and 54 inches in depth, and length not less than six feet, and as much larger as the building will allow, the pit will be serviceable. The brickwork round the top edge should be rebated to afford a two-inch bearing for a one-and-a-quarter-inch wood cover. Steps at one end, although adding to expense, will be an advantage. Drainage is necessary, but if great difficulty arises in making connection with the drain, the following plan will be serviceable:—Make a hole three feet deep in one corner, and half fill it with shingle and coke, and cover with an iron cover. Periodical cleansing is, of course, necessary. The agent who undertakes repairs, and does them in his garage, will have to heat his building in winter, or he may, after a sudden drop in temperature during the night, find himself with a cracked water-jacket on a customer's car. The best plan is to sink a small boiler house outside the main building, and instal pipes or radiators inside the garage. A vulcaniser also will be necessary for repairing bad cuts in tyres. It will cost about three pounds. The agent's garage must also provide means for recharging customers' accumulators. The agent who can command the use of current from electric mains will do so, requiring only a charging-board, which is, not an expensive affair. If there is no electric supply in the district a primary battery and resistance board will have to be installed. The mechanician will be well advised to spend some time in an established garage before launching out on his own account.

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### Musical Instrument Dealer.

THE first thing in this connection is to learn the business of a piano tuner, which will always add to the income. It is necessary also for the boy to enter a factory where pianofortes and musical instruments are made, and to go through the ordinary apprenticeship.

Pianoforte making is an industry which to a great extent was captured by the Germans, but British manufacturers are now making a special effort to make it once more a great home industry. There is a great future for this industry.

The young man who has learned the factory work and piano tuning, and is an enthusiastic musician, if he has a small capital with which to start his own business, can make a good living by the sale of musical instruments.

### Musical Profession.

ONLY first-class talent may hope to reach the highest places in this profession, for every year the competition is becoming keener. There are teaching institutions in most of our large towns, the fees for the tuition varying. The Guildhall School of Music, John Carpenter Street, London, is the largest school of music. There is also the Royal Academy of Music; and several universities give tuition. The fees generally charged amount to about £10 to 10s. per term. As to the prospects of an income derived from music teaching or instrument playing, this will depend in a great measure upon personal influence—though talent, of course, will win anywhere. Private tuition can be charged for from £1 for twelve lessons. Church organists earn £30 per annum and upwards. Private concerts, garden

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parties, At Homes, etc., generally pay from 10s. 6d. to £2 2s. and upwards. As a member of an orchestra, the salary ranges from £2 2s. to £4 4s. Bandsmen earn from 25s. to £2.

### Municipal Appointments Section. •

**INSPECTORS OF NUISANCES (Provinces).**—The examinations of the Royal Sanitary Institute are recognised in the Provinces.

**INSPECTORS OF NUISANCES (London).**—Candidates are examined by the Sanitary Inspectors' Examination Board, Adelaide Buildings, London Bridge, S.E.

**INSPECTORS OF MEAT AND OTHER FOODS (London and Provinces).**—The Royal Sanitary Institute holds examinations.

Candidates for appointments in connection with public health and sanitation are recommended to apply to the office at Buckingham Palace Road, London, S.W., for particulars of the following examinations held by the Sanitary Institute:

- (1) Sanitary Science, as applied to Buildings and Public Works.
- (2) School Hygiene, including Elementary Physiology.
- (3) Women Health Visitors and School Nurses.
- (4) Maternity and Child Welfare workers.
- (5) Inspectors of Nuisances under the Public Health Act, 1875.
- (6) Qualifying for membership in the advanced knowledge of the carrying out of an Inspector's duties.
- (7) Smoke Inspectors.
- (8) Inspectors of Meat and Other Foods.

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**SHOP HOURS' INSPECTOR.**—Application should be made to the local authorities. Salaries for the men rise to £250; for women to £150.

**THE LONDON COUNTY COUNCIL APPOINTMENTS.**—These are numerous and varied. Particulars may be obtained on application to the Clerk, L.C.C., Spring Gardens, London. Practically all the appointments are made after examination test.

Among the positions are:—

Permanent Boy Clerkships.

Women typists.

Men Clerkships.

Positions in the **PARKS DEPARTMENT, L.C.C.**—Particulars can be obtained on application to the Secretary, Parks Department, L.C.C., 11, Regent Street, London, W.

**L.C.C. FIRE BRIGADE.**—Candidates can call at 9 a.m. every morning (except Sunday) on the Chief Officer at the Headquarters Station in Southwark Bridge Road, London, S.E.

**TEACHERS IN ELEMENTARY SCHOOLS.**—Particulars of appointments may be obtained in London from the Education Official, Education Offices, Victoria Embankment, E.C., and in other parts of the country from the Clerk of the Local Education Authorities.

Application can be made to the Board of Education, Whitehall, London, for particulars of the course of study leading to the teaching profession, and information can always be obtained from the principal of the nearest University College with which a normal department is connected, and from the nearest training college. The Board of Education, Whitehall, London, S.W., will furnish particulars of the colleges providing training.

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**POLICE, City of London.**—For particulars apply to the Commissioner City Police, 26, Old Jewry, London, E.C.

**METROPOLITAN POLICE.**—Application forms and particulars may be obtained from the Commissioners of Police, New Scotland Yard, London, S.W.

**POLICE (Provinces).**—Apply to the local chief constable for particulars.

**POLICE FORCE (Dublin).**—Apply to the Commissioner, Dublin Metropolitan Police, Dublin.

**CONSTABULARY, ROYAL IRISH.**—Apply to the Secretary, Civil Service Commission, London, S.W.

**MUNICIPAL ACCOUNTANTS—ASSISTANT CLERKS.**—The diploma of the Institute of Chartered Accountants is a first class qualification. Apply for full particulars of the examinations and diplomas of another important organisation to the Secretary, Institute of Municipal Treasurers and Accountants, London, E.C.

**OTHER MUNICIPAL APPOINTMENTS** are Water Fittings Inspectors, (candidates for these positions can get particulars from the Clerk to the local Corporation), Workhouse posts, which in many cases carry with them board and lodging, Labour Masters, Labour Mistresses, Stewards and their Clerks. Particulars may be obtained in these cases from the Local Government Board, Whitehall, London, S.W.; or, better still, from the Clerk to the Local Board of Guardians.

**MUNICIPAL CLERKSHIPS.**—These are paid just like clerks in any other public offices.

**RELIEVING OFFICERS.**—These are generally appointed from among the clerks in other municipal positions.

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**RATE COLLECTORS.**—This office is well paid. Particulars may be obtained from the Clerk to the Local Authorities.

**GAS METER INSPECTORS AND GAS METER CLERKS.**—Candidates should apply to the Clerk to the Local Authority.

**TOWN HALL KEEPERS—SUPERINTENDENTS AND ATTENDANTS IN BATHS AND WASH-HOUSES.**—Apply for particulars to the Clerk to the Local Authorities.

**TRAMWAY SERVICE.**—In London, application should be made to the Tramways Office, 303, Camberwell Road, London, S.E., and in the Provinces at the local Tramway Offices.

**TOWN CLERKS AND DEPUTY AND ASSISTANT TOWN CLERKS.**—In most cases these are solicitors or barristers, because of the legal work involved in the office of a corporation, salaries are according to the population. In many cases the Town Clerk gets a salary of over £1,500 a year, and a Deputy Town Clerk will get a salary of from £350 to £1,000 a year.

**INSPECTORS OF WEIGHTS AND MEASURES.**—The Board of Trade hold examinations for applicants for the post of inspector of weights and measures under a local authority, nominated by that authority, possess sufficient practical knowledge for the proper performance of the duties of inspector of weights and measures. Persons who are not nominated are ineligible. The appointment rests with the local authorities, and not with the Board of Trade. Any application for such an appointment should therefore be addressed to the local authority for the district where a vacancy arises. No maximum limit of age has been fixed for candidates, but no person who is under 21 years

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of age will be examined. The notice to candidates and heads of examination, together with the Acts of Parliament relating to weights and measures, may be obtained from Messrs. Wyman & Sons, Government Printers, Fetter Lane, London, E.C., or from Messrs. Oliver & Boyd, Edinburgh; or Mr. E. Ponsonby, Grafton Street, Dublin. The following are the subjects of examination: Dictation, arithmetic (including fractions, ratio and proportion, square and cube root), mensuration, mensuration of plane rectilinear figures, mensuration of solids, elementary mechanics, a knowledge of statics so far as relates to the composition of parallel forces, centre of gravity, and the principle of the lever, elementary physics, units, standards and physical constants, definition and application of terms and expressions used in elementary physics, effects of heat in the measurement of length, weight, volume and capacity, determination of specific gravities.

Salaries of inspectors of weights and measures range from £100 to £250.

COUNTY COUNCIL APPOINTMENTS.—PERMANENT BOY CLERKS.—For this appointment candidates must be over 15 and under 17 years of age. Commencing salary, 15s. per week, and promotion without further examination to a maximum salary of £156 a year.

WOMEN TYPISTS (LONDON COUNTY COUNCIL, AND SIMILAR PROVINCIAL AUTHORITIES).—Age over 18 and under 30. Salaries: Supervisors and shorthand typists, commencing at £80 and rising to £100 in the lower section; and in the higher section, commencing at £100 and rising to £120. Ordinary typists, £55 to £65 lower section, and £65 to £80 upper section.



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Candidates appointed to the higher section must be either typists who already hold an appointment in the lower, or those who have passed certain matriculation or university local examinations, or those who have passed an examination by the Council in the following subjects (fee, 5s.):—Handwriting, orthography, English composition, arithmetic (including vulgar fractions and decimals), English history, general geography, and a selected section. All candidates in Class I. must sit for examination in the following subjects, of which the first four are obligatory: Typewriting (including stencil work), shorthand (candidates will be required to pass an examination in shorthand at the rate of 100 words a minute, taken for ten minutes continuously), general knowledge (written and oral examination), précis writing, English history. Three of the following subjects must be taken: General questions on English history (selected period), geography (general questions in industrial and physical geography, including the elements of physiography), the geography of the United Kingdom, and all of the following sections: The Colonies and Dependencies, Europe, Asia and Africa, America (with special reference to the United States); English language and literature, essay, general questions on English literature, special subjects in English literature (oral and written); elementary mathematics; Euclid (Books I. to IV. and VI.), or the equivalent geometry; algebra (up to and including the binomial theorem); plane trigonometry; French language and literature (translations, rendering of English sentences, oral examination); German language and literature (as in French); Latin (translations from the easier classical authors, short

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English sentences and short pieces of connected prose to be turned into Latin). Candidates for appointments in Class II. must pass a preliminary examination in handwriting, orthography, English composition, arithmetic, geography, and English history (the syllabus is the same as that for the preliminary examination in Class I., but the standard required for passing will not be so high), or one of the following examinations: Junior Cambridge Local, Junior Oxford Local, College of Perceptors (Class I. or II.), Oxford and Cambridge Joint Board Lower Certificate, Part I. of the examination for typists in Class II., and also any of the matriculation or local University examinations mentioned previously. Candidates who have passed any of these examinations will be required to compete in an examination in general knowledge (written and oral examination) and typewriting (including stencil work). The fee for each part of the examination is 2s. 6d. Copies of recent examination papers may be had from Messrs. P. S. King & Son, 2 and 4, Great Smith Street, Westminster, S.W.

MEN CLERKSHIPS.—Age limits, 18 and 23. Examination fee, 10s. for each examination. The classification of the subordinate officials of the Council is as follows:—Fourth Class, commencing at £80 a year and rising by £5 annually to £100; Third Class, commencing at £100 a year and rising by £10 annually to £150; Second Class, commencing at £150 a year and rising by £12 10s. annually to £200; First Class (lower section), commencing at £200 a year and rising by £15 annually to £245; First Class (upper section), commencing at £245 a year and rising by £15 first year, and afterwards by £20 a year to £300.

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There are several appointments at higher salaries than £300 a year, and usually subordinate officials are selected for promotion to these positions.

Examinations are held from time to time for clerkships in the fourth class. Positions in the classés above the fourth are usually by promotion. Each successful candidate is required to pass a medical examination. The examination is divided into two parts:—I., Preliminary; and 2, Competitive. The subjects in Part I. (all of which must be taken) are: Handwriting, orthography (to be marked from the papers on English composition, English history, and geography, English composition (consisting of an essay, for which a choice of subjects will be given), arithmetic (including vulgar fractions, cube root, decimals and mensuration), English history (I., general questions on English history; II., more detailed questions on the following periods of English history, of which each candidate may select one only: (a) The earliest historic times until 1485, (b) 1485-1688, (c) 1689 to present time); geography (I., general questions in industrial and physical geography, including the elements of physiography; II., the geography of the United Kingdom; III., the following sections, of which each candidate may select one only: (a) The colonies and dependencies, (b) Europe, (c) Asia and Africa, (d) America, with special reference to the United States); Euclid (Books I. to IV. and VI., or the equivalent geometry, algebra (up to and including the binomial theorem), plane trigonometry (including the solution of triangles, but excluding analytical trigonometry). Special importance is attached to English composition and arithmetic. Candidates who have passed, or obtained certificates in, certain

matriculation and other examinations are exempt from sitting for the preliminary examinations.

The subjects in Part II. of the examination are: (1) General knowledge (compulsory). Any four of the following may be taken: (2) English language and literature (including essay and special books). (3) Pure mathematics (I., higher algebra; II., higher trigonometry and geometry, differential and integral calculus). (4) Applied mathematics (including analytical statics, particle dynamics and hydrostatics). (5 and 6), Modern languages (two, translation from and into, accent and pronunciation). (7) Latin (translation from and into, accent and syntax). (8) English history (including a special period). (9) Economics (theory and history, policy of tariffs, &c.) (10) Outlines of Local Government (functions of authorities, rates and taxes). (11) Elements of English law (constitutional law, contracts, evidence, &c.) (12) Experimental mechanics (construction and use of apparatus, proofs of mechanical principles, &c.) (13) Experimental physics (laws and phenomena, laboratory methods for physical measurements). (14) Chemistry (theoretical and practical, including metallic chlorides, nitrates and sulphates, compounds of iron, sodium and potassium). (15) Bookkeeping and accountancy (including use of office books, principles of double entry, &c.)

The examination is both written and oral in subjects 1, 2, 5, 6, 12-14. Practical knowledge of experimental methods is essential in 13 and 14. There is also an examination in shorthand, at which those who know the subject should sit. The marks gained do not count in the general examination, but there are positions under the Council where shorthand is essential. Papers set at past

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examinations, 7d. post free, from P. S. King and Son, Great Smith Street, Westminster, S.W.

**MUNICIPAL ACCOUNTANTS (ASSISTANT CLERKS).**—Are obtained from minor positions in offices of municipal accountants' offices, but vacancies are sometimes advertised, when a professional qualification is usually required. Diplomas of The Institute of Chartered Accountants, the Society of Accountants and Auditors, and the Incorporated Institute of Municipal Treasurers and Accountants are accepted. The diploma of the latter is the most easily obtained. For preliminary examination candidates must have served three years in the finance department of a municipal or kindred authority. Successful candidates become student-members of the Institute. Subjects for the preliminary examination are: Municipal accountancy, algebra and law. For the final examination candidates must be student-members of the Institute of two years standing, or of one year's standing if they have served five years in a municipal finance department. Subjects: Accountancy, local authority finance, financial auditing and laws. For full particulars apply Secretary, Institute of Municipal Treasurers and Accountants, London, E.C.

**WATER FITTINGS INSPECTORS** are appointed by all authorities having a water supply. The duties consist of examination of service fittings and the detection of leakage and waste. Intending candidates should apply to the clerk to the local corporation. Salary, from about 35s. to 55s. per week, with chances of promotion to chief inspectorship, a position which is worth about £250 per annum.

**WORKHOUSE POSTS.**—The master and matron of a workhouse are usually appointed from officials

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already serving under a board of guardians. As a rule the age is between 35 and 50, with small or no family. Salaries vary from £50 to £100 for masters, and from £30 to £60 for matrons.

ASSISTANT MASTERS AND MASTER'S CLERKS.—A knowledge of Poor Law book-keeping is necessary for these posts. Salaries range from about £50 to £65 with allowances.

LABOUR MASTERS.—These posts are usually filled by ex-non-commissioned officers in the army, but occasionally civilians are appointed. They must be good disciplinarians. Limits of age, 25 to 40. Salaries, £30 to £50.

LABOUR MISTRESSES.—For this post a knowledge of steam laundry work is a recommendation. Age limits, 25 to 35. Salaries, £25 to £40.

Other workhouse posts include:—Yardsmen, warders and porters, with salaries from £25 to £50 a year; firemen or engineers get £100 a year; bakers, £80; tailors, shoemakers and male cooks receive £1 a week; laundresses, £25 to £35 a year.

STEWARDS AND THEIR CLERKS have residential allowances. Their salaries range from £2 per week to £300 a year, according to the institution. Men with experience of Poor Law book-keeping are preferred. Junior clerks must be 18; they receive about £50 a year, with board only. Assistant stewards have about £50 a year, advancing to £100, with full indoor allowance. Application should be made to the Clerk to the Guardians for vacancies referred to in this and the four preceding paragraphs.

GAS METER INSPECTORS are generally appointed from applicants whose names are selected from a waiting list. Applicants should apply to the clerk

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of their local council. They receive about 35s. a week, rising to 50s.

**GAS METER CLERKS** rise by £5 yearly from £130 to £150 a year.

**MUNICIPAL CLERKSHIPS.**—Most men in these positions have begun as juniors or office boys. They must have a good character, be well educated and have a good knowledge of figures. Salaries range from £20 to £50 a year. These juniors go through promotion to counter, rental and exchange clerks, cashiers, collectors, district clerks, accountant and ledger clerks and cashiers. Salaries about £180 a year. As chief clerk, office superintendent, or departmental accountant, from £250 to £500. In the treasurer's department, cashiers and ledger clerks are usually recruited from the junior staff; salaries from £100 to £250. In the town clerk's department a higher standard of education is required. Committee clerks are usually held by the town clerk's staff; salaries, £200 to £300. Also law clerks, parliamentary and registration and election clerks, with salaries ranging from £100 to £350. Some borough councils recruit their junior staff from commercial offices. Typewriting and shorthand are essential, also a good long-hand and ability to deal with large figures accurately. Candidates of about 16 years of age who have these qualifications should apply to their local town clerk for particulars of impending vacancies.

**DEPUTY AND ASSISTANT TOWN CLERKS.**—From this position the majority of town clerks have risen. Sometimes they are filled by office or committee clerks, but more often given to those with legal training. Salaries for deputy town clerks vary in the different towns. For example, Bolton pays its deputy town clerk £350, and Manchester £1,000.

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Deputy town clerks must be thoroughly experienced in local government law and practice, and have an intimate knowledge of the town clerk's (or equivalent) department in a large district, including conveyancing and common law, and must be thoroughly competent to act as advocate in conducting important cases before magistrates,\* etc.

ENGINEER (MUNICIPAL AND COUNTY).—These posts are among the best appointments, and are given only to members of the Institution of Civil Engineers and the Institution of Mechanical Engineers. Men who have not either of these or a similar diploma may avail themselves of the examinations of the Incorporated Association of Municipal and County Engineers, 11, Victoria Street, London, S.W. Candidates must have attained their 22nd birthday, pay £4 4s. for first examination fee, and £2 2s. on re-examination after failure. The examination is divided into four parts: I., Engineering as applied to municipal work, which has two papers: (a) Sewage disposal, tramway and bridge construction and water supply; (b) hydraulics, sewerage, road construction and maintenance. II., Building construction, the strength of materials, the construction of private and public buildings, building bye-laws, public baths and hospitals. III., Sanitary science applied to towns and buildings, heating and ventilating, scavenging and disposing of refuse, water supply and drainage of buildings, and disinfection. IV., Municipal and local government law as relating to the work of municipal engineers and surveyors.

General knowledge in English and mathematics is also necessary.

Salaries vary according to place, but they run



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from £500 to £1,200. Assistant engineers are paid pro rata.

CLERKS OF WORKS.—For a practical bunch of details and reliable information, read "My Duties as a Clerk of Works," published by J. M. Ouseley and Son, Ltd.

TRAMWAY SERVICE.—For vacancies in municipal yards intending candidates should apply to the chief tramways officer of their local council. In London such applications have to be made to the tramways office, 303, Camberwell Road, London, S.E.

TOWN HALL KEEPERS.—The salary for this position varies between 40s. and 60s. per week, according to the town. But whatever the salary, there is nearly always residence, coals, light, and uniform. The competition for these posts is very keen, as a town hall keeper gets additions to his salary by extras, etc. These sums frequently amount to as much as the salary, particularly at a hall where there are receptions, balls, and other social functions taking place in the season. Vacancies are publicly advertised. The age is usually limited to 45 or 50.

BATHS AND WASHHOUSES — ATTENDANTS. — Public baths are usually in charge of a superintendent and matron. Candidates must be thoroughly competent to take charge of the building and machinery, and those whose qualifications include a knowledge of engineering will receive special consideration. As a rule, candidates must be about 40, and the salary varies according to the town, between £150 and £300 a year.

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### Municipal Posts in the Colonies.

**PUBLIC SCHOOL TEACHING.**—In Canada, where British qualifications are recognised, the supply of teachers trained within the Dominion is, except in the North-West Territories, ample for the vacancies that arise. This is also true of Queensland, New South Wales, and South Australia. But in New Zealand, West Australia, and the South African Colonies a demand for teachers from home often arises. Intending emigrants should remember, however, that the scanty remuneration offered by the Colonial authorities often accounts for the lack of local teachers.

The following statistics are from the "Professional Handbook":—

#### SALARIES OF ELEMENTARY TEACHERS IN BRITISH COLONIES.

| District.               | Principals. |         | Assistants |        | Remarks.  |
|-------------------------|-------------|---------|------------|--------|---|
|                         | Male        | Female. | Male       | Female |   |
|                         | £           | £       | £          | £      |   |
| South Africa:           |             |         |            |        |   |
| Cape Colony             | 250-420     | 160-350 | 120-350    | 80-240 | Demand considerable.                                  |
| Transvaal ...           | 300-500     | 300-400 | 150-390    | 90-300 |   |
| Orange River Colony ... | 250-450     | 150-225 | 150-250    | 90-200 |   |
| Western Australia ...   | 80-450      | 70-350  | 80-220     | 60-200 | Many vacancies. Openings for well qualified teachers. |
| New Zealand             | 60-375*     | 60-221* | 100-245    | 80-205 |   |
| North-West Territories: |             |         |            |        |   |
| Canada ...              | 130-280     | 80-175  | 100-200    | 65-130 | Demand constant.                                      |

\* With house allowance of £10 to £50.

But these rates have been now increased, and made more respectable. The purchasing power of a sovereign abroad must be considered.

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In South Africa fully-certificated teachers of cookery, hygiene or physical drill (British qualifications recognised) are paid fairly well, and the rates for male technical instructors are about double what they used to be. Vacancies are sometimes advertised in English educational papers, in which cases a second-class passage to the Colony is usually provided gratis, the chosen applicant entering into an engagement for three or five years' service. In the absence of such an agreement as this, trained teachers are advised by the Emigrants' Information Office to arrange, if possible, for a friend in the Colony to apply on their behalf for any suitable vacancy advertised out there.

They should also address a written application for an engagement to the Secretary, Education Office, Cape Town, and if a statement of the candidate's qualifications or experience is sent to the Department of Public Education, Cape Town, it will be inserted in the "Education Gazette," an official organ, circulating among school managers and principals. Teachers in the Western Province, it should be noted, are required to be able to speak both Dutch and English. Female teachers may address applications for employment to the Educational Secretary, South African Colonisation Society, 47, Victoria Street, London, S.W. Those who desire to complete their training in the Colony as elementary, secondary or kindergarten mistresses can obtain from the same society particulars of the Training College for Women Teachers at Grahamstown. In Cape Colony, the Transvaal and the Orange River Colony there are good openings for qualified candidates, but women teachers, especially if uncertificated, should not go out to either Colony on the chance of securing an engage-

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ment unless they have friends there with whom they can reside while seeking employment. They should seek the advice of the officials of the Emigrants' Information Office, on whom they may rely. In New Zealand the average salaries are scarcely higher than in Western Australia, but the cost of living is lower. There is, consequently, a good supply of candidates locally, although well-certificated British teachers are in request. For information as to the prospects of employment in the Canadian North-West Territories application should be made to the Department of Education at Regina. English masters and mistresses are first admitted on an "interim" certificate, and do not receive a "professional" standing until they have taught in the Territories for one year. The teacher's salary depending on the class to which he is admitted, candidates should ascertain from the Education Department, before going out, the standing to which their British qualifications would entitle them.

### Naturalists.

THIS is generally attached to some other business. An assistant in a big business may get about £4 a week, and if he has capital and starts on his own, and has a natural bent for natural history, and is regarded as a good sportsman, and is popular with the sporting community, he can make a considerable income. The aspirant should consult a local man already set up in the business for prospects and financial outlook. It is obvious that where competition is conspicuous by its absence there is a greater chance for a man to carry on his business at a reasonable profit than would otherwise be the case, and this is one of the few businesses which, whilst able to support one man

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in a town, could not very well adapt itself to the support of two or three.

### The Royal Navy.

**BOY ARTIFICERS.**—This is a direction in which the clever sons of working men, as well as of people in other classes of society who cannot afford the ordinary fees for training, can get into the British Navy, and the boy who starts as an artificer, not only learns naval engineering, but he also can rise to a high position as a Commissioned Officer and as Chief Artificer Engineer, when he will be eligible for the rank of Engineer-Lieutenant.

Education Committees have the right of nominating boys from their schools for this position. It would be well, therefore, in the first instance to communicate for certain vacancies with the clerk to the local educational authority, or the Secretary, The Admiralty, S.W.1, and concerning the examinations to the Secretary, Civil Service Commission, London.

**SEAMEN AND BOYS FOR THE NAVY.**—The Board of Education is now arranging for the establishment of training schools in different parts of the country to prepare boys for the Royal Navy. Full particulars of standard height and chest measurement and gratuities, as well as pay and pensions, may be obtained at the nearest Recruiting Office.

**NAVAL CADETS.**—It is necessary for a boy to enter the Royal Navy as a Cadet as soon as possible after attaining the age of 12. Full particulars may be obtained from the Private Secretary to the First Lord of the Treasury, Whitehall, London.

**NAVAL ARCHITECTS.**—This is a profession which brings in high salaries and big incomes, not only

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in the Navy, but also in shipbuilding yards where merchant vessels are built.

Membership of the Institution of Naval Architects is a strong recommendation for a lucrative position. For particulars apply to the Secretary, 5, Adelphi Terrace, London, W.C. An apprenticeship in shipbuilding and marine engineering, with the theoretical training of a civil or mechanical engineer, are necessary for this work.

Pupils are usually advertised for in "The Times" and "Morning Post," "Daily Telegraph" and "Daily Graphic."

ASSISTANT CLERKS IN THE NAVY, WRITERS UNDER THE ADMIRALTY, DOCKYARD APPRENTICES AND OTHER MULTIFARIOUS APPOINTMENTS IN THE NAVY.—Full particulars can be found in the book issued by the Civil Service Commission, Old Burlington Street, Piccadilly, W.1.

## Newsagents.

THE business of a newsagent is more often than not attached to that of a Tobacconist. The profits can be made fairly good, and the expenses are low, but the work is very hard, and the Newsagent has to begin his work very early in the morning and every morning, and continue at it until the evening if he wishes to make a fair livelihood out of it. The pay in the offices and warehouses of newsagents who conduct their business on a large scale is not high, about 30s. a week, but there are good possibilities, especially in the direction of becoming a future wholesale agent, or of being promoted to a good position in a large firm.

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### Nurses (Hospital).

**T**HERE are nurses trained and untrained, but the trained nurses are in increasing and the untrained nurses in decreasing demand. If a girl wishes to become a trained nurse she must be fairly well educated, and she must go through a severe and exacting course of training in a recognised hospital. When she has finished her course it would be well for her to join the Queen Victoria Institute of Jubilee Nurses. Nurses who are fully employed make a good income, and are generally well treated, and often are regarded as the friends of some of the nicest families. Apply to a hospital matron for particulars of training.

### Nurserymen.

**T**HE possibilities of a livelihood and success in this direction have been much increased by the greater attention paid to agriculture and horticulture. Apprenticeship is advisable, and also a course of study in a horticultural school or college, and, with capital, a well-trained nurseryman can make a large income. Information can be obtained from the Secretary, Royal Horticultural Society, Vincent Square, Westminster, S.W. The untrained men and women who act as assistants to nurserymen earn only the same wages as ordinary gardeners.

### Oil and Colour Shops.

**T**HE wages of an assistant ranges from 30s. to 40s. per week, but with capital the oil and colour business, especially if attached to ironmongery, can be made profitable. Read the "Ironmonger" journal and the "Oil and Colourman" for trade details and advertisements for assistants and partners in either.

**Opticians.**

**S**PECTACLE making and the study of the human sight are becoming more and more recognised as a profession. It is well for the boy to be apprenticed to a recognised optician, and at the same time to attend classes, dealing with the study of optics in an evening institute. Examinations are held by the Spectacle Makers' Co., of Temple House, Temple Avenue, London, E.C. Persons holding the diplomas of this company can become freemen of the City of London, on payment of fees, and a freeman may become a liveryman of the company on the payment of a fee.

Apply to the Secretary, The British Optical Association, Examination Hall, Clifford's Inn, E.C.4, for regulations of the examinations for the Membership and Fellowship.

**Paper and Printing Trades.**

**W**RITE to the manager at a paper mills or printing works for a vacancy. As a rule, apprenticeships are not difficult to arrange. The following information shows conditions and prospects. The wages given are the wages earned by journeymen; but it should not be forgotten that there are various managers' positions to be filled, and that capable men are selected for these posts "from the ranks" at all times.

**PAPER MAKERS.**—Apprenticeship general in hand-made paper trade only. In Lancashire mills wages average £2 15s. for machine-men; beater-men, £2 10s.; lesser rate for lower grade workmen. In other districts wages range less or more.

**PAPER STAINERS.**—Boy helpers receive 7s. per week, and become workmen after 16. Payment is



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by piece, and averages 50s. a week. Machine workers earn 40s.; labourers, 30s.

ENGRAVERS AND PROCESS WORKERS.—Apprentices serve five to seven years, and premiums are required. Wages usually begin at 5s., rising to 12s. Litho artists in London get 60s. a week, in Provinces 50s. £4 and £5 a week are paid to chromo artists.

Good etchers receive 60s. in the Provinces, and £4 in London. The working week consists of 46½ hours.

ELECTROTYPERS AND STEREOTYPERS.—Apprenticeship is seven years, beginning at 6s., and rising to 27s. in last year. Minimum London wage is about 50s. per week.

COMPOSITORS.—Apprenticeship is entered into for seven years, starting with 4s. or 5s., rising 2s. per week annually. Journeymen are paid the standing union rates.

PRINTERS' READERS are often promoted from the composing room, others serve apprenticeship; and men of all classes drift into the ranks. Salary from 42s. upwards.

COMPOSING MACHINE OPERATORS.—Operators on monotype and linotype machines are usually taken from men working at the case. Hours 48 per week; wages from 45s. in London. Piece-work on newspapers, which is fairly remunerative; capable men easily earn £3 to £4 a week.

MACHINE PRINTERS.—Apprentices serve seven years, and earn 18s. to 20s. the first year, rising to about 32s. 6d. in the last. Three-colour machine tenders receive 44s. to 45s., at normal times.

PLATE PRINTERS.—Apprenticeship seven years, beginning at about 6s. a week; majority of them are

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on piece-work, and earn about 45s. Skilful men may earn about £3 or £4.

**MACHINE RULERS.**—Apprenticeship of about seven years. Wages, 5s. or 6s., rising to about 16s. in last year. Improvers earn 25s. Standard wages vary from 35s. per week of 48 hours. • They range higher in large towns.

**LITHOGRAPHERS.**—Apprenticeship about seven years, beginning at 5s., rising to 10s. or 15s. Workmen earn 50s. to 60s. per week.

**BOOKBINDERS.**—Apprenticeship general, term seven years. Wages 5s. per week, rising to 15s. to 20s. Forwarders in normal times get 35s. for 48 hours. Finishers receive the minimum of 42s. for 48 hours. Vellum binders are paid special rates.

### Patent Agents.

**YOU** should know something of natural science, mathematics and mechanical draughtsmanship. You should serve as a pupil in the office of a patent agent for a term of three years, paying a premium of about a hundred guineas. At the expiration of the term you should be able to command a salary of 40s. to 50s. a week. You should become a graduate of the Chartered Institute of Patent Agents. In five years from entering the office you should be prepared to enter for examination by the Council of the Chartered Institute. If successful you are enrolled, and legally entitled to practise as a patent agent. Full particulars of the examination may be obtained from the Secretary to the Institute of Patent Agents, of Staple Inn Buildings, London, W.C.

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### Patent Office Draughtsmen.

**A**GE 22 to 30. Subjects of examination : Writing, orthography, arithmetic, machine construction and drawing. Candidates must show satisfactory proficiency in all the subjects.

Candidates must have been engaged for at least three years during the last five years in a drawing office, and must show that they have profited by that training.

### Perfumers.

**T**HE majority of perfumers have been chemists first, and perfumers afterwards. A lad may be apprenticed to a regular perfumer for a period of four years.

The beginner should have a marked instinct for smell, which he will develop by experience and application. The novice will be taught how to blend essential oils in required proportions to produce agreeable perfumes.

When he has gained the required experience, the young perfumer may make a promising start with £500 capital. The shop must be in a good-class thoroughfare, and the beginner will be well advised to spend even as much as £200 in fitting up the shop. It is essential that the establishment look attractive.

If the young perfumer has spent his time learning in a good chemist's shop he will have acquired a thorough knowledge of what to buy and where to buy it, as well as a necessary knowledge of retail business methods which are common in this business. But it is only in some large town where risk could be tried.

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### Photographers.

**T**HE salary an assistant will receive depends on his experience and skill as an operator; 45s., however, is the average. Women employed as reception-room attendants, touchers, printers and mounters make about 30s. As to starting a business on his own account, the young photographer cannot do better than study the ways in which business is carried on in the establishment where he spends the years of his apprenticeship.

### Photographic Dealers.

**A** DEALER must practice photography himself. A youth with a taste for the business may start in an established firm as a junior assistant, in which position he will acquire the necessary practical knowledge. From 35s. to 45s. a week may be obtained as an assistant.

The assistant with diligence and ambition may in time set up in business for himself. He will have learned the necessity of having a dark-room available for his customers' use in his shop, and he will have prepared a scheme under which a sum of £100 could most advantageously be laid out in stock. If he has made the acquaintance of wholesale firms, manufacturers of cameras, and others, who see reason to have faith in him, he may get terms with them which will serve him as well as so much extra capital in cash in the bank. This is a good line worked properly.

### Picture-Postcard Dealers.

**T**HE picture-postcard business may be taken up by anyone owing to the great demand. No special knowledge is required, and good saleable

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cards may be purchased at a discount of  $33\frac{1}{3}$  per cent., or, if in very large quantities, at 50 per cent. A good trade may be done by arranging with a printer to print postcards from customers' own photographs for private circulation, one advantage to this class of business being that there is no dead stock.

### Post Office Appointments Section.

THE following are open only to established servants of the Post Office.

Clerkships in the supplementary staff, London postal service, returned letter office, postal stores department, central telegraph office, junior examiner department, controller of stores, inquirer in chief clerkships, metropolitan engineers clerkships, skilled telegraphists in the metropolitan and provincial offices (male and female).

POSTMEN.—The qualifying examination in writing, addition, and reading and copying lithographed postal addresses, which postmen have to pass, is simple, but each candidate must be nominated by the Postmaster-General. The examination is dispensed with in the case of candidates who hold second-class Army certificates.

The age limits are 18 and 30, but the higher limit is extended to 35 for candidates who have served twelve years in the Army or Navy, and to 45 for pensioners. Frequently telegraph messengers are nominated to fill postmen's positions. Approximate wages in the metropolitan area commence at about 18s. per week, and rise to about 34s., with stripe allowance varying from 1s. to 6s. weekly, according to length of approved service, together with a boot allowance of 21s. a year. There are, in addition, several senior positions.

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**JUNIOR CLERKS IN THE GENERAL POST OFFICE.**—Candidates must be established post office servants between 19 and 26, and must be recommended by the chiefs of their own department. Sorters, telegraphists and postmen are among the officers nominated. An examination is held in March and September in each year, when about twenty positions are competed for.

The subjects of examination are :—English composition (including writing and spelling), arithmetic, geography, two languages chosen from French, German and Latin, and two of the following subjects—English history, mathematics, shorthand. The test passages in the last-mentioned subjects are dictated at 68, 80 and 100 words a minute. Salaries paid to junior clerks vary in the different branches. In the secretary's office the salary commences at £100, and rises by £10 to £200. There is an excellent prospect of reaching £300, and some chances of positions with higher money than this.

In other departments, however, the approximate salary commences at £80, and rises by £7 10s. to £200.

**MALE LEARNERS.**—Age 15 and 18. Necessary forms from the Secretary, Civil Service Commission.

Candidates will be required to satisfy the Civil Service Commissioners that their health and character are good, and that they are natural born or naturalised British subjects.

Subjects of examination :—English composition (including writing and spelling), arithmetic (first four rules simple and compound, including English and metrical weights and measures, reduction,

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vulgar fractions and decimals, excluding recurring decimals), geography.

**Approximate Salary and Duties.**—The daily hours of attendance are eight. Learners have to attend the telegraph-school for four hours a day for a course of instruction in telegraphy, and for the remaining four hours will be employed in distributing telegrams, etc., in the central telegraph office.

If after a trial of one month a learner does not display sufficient aptitude for the duties, his nomination or his probationary appointment will be cancelled. It must be understood that employment as learner gives no claim to compensation or pension.

Learners are paid approximately about 10s. per week on entry, 12s. a week when certified for instrument duty, and 16s. a week after one year's service at the previous pay, if still under 19 years of age. At 19 about 20s. a week is given, and continues until the learner is appointed to the establishment.

**MALE SORTERS.**—Age 18 and 21; commencing salary about 18s. weekly. Minimum height, 5ft. 4in. Forms from the Secretary, Civil Service Commission.

Attention is directed to the following Notice issued by the Postmaster-General:—

The vacancies to be filled from this competition are those which are expected to occur during the four months following the date of the announcement of the result of the examination; but, as the vacancies occur at irregular intervals, no assurance can be given as to the time within which an appointment will be obtained. When his turn for appointment arrives, a male sorter is paid 18s. a week until he is 19 years of age. At the age of 19 he is paid 20s. a week, increasing by annual incre-

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ments of 2s. 4d. a week, with a special increase of 3s. a week at the age of 25 to 44s. a week. (If appointed after the age of 19, an open competition sorter<sup>f</sup> will be paid 20s. a week until he is 20; then 21s. until the completion of the year's service; then 22s. 4d., provided the increment is earned.) Every officer who obtains a certificate of excellence of conduct, and of ability to perform the highest duties of his class, may rise by similar increments of 2s. 4d. a week to a maximum of 62s. a week; and some, who show themselves to be possessed of higher qualities, may, as vacancies occur, be selected on the ground of merit for advancement to overseerships, with a salary rising to £200 a year.

The hours of attendance are eight daily, and they may commence very early in the morning, or as late as about midnight. Sorters who are called upon to work a longer period than eight hours on any one day are allowed a corresponding reduction in time on another day. Sorters are also called upon to do Sunday work as required, all such Sunday work being paid for extra at special rates. Sorters, in common with other servants of this department, are liable to be called upon to do all such work within their capacity as the exigencies of the service, in the opinion of their superior officers, may require. This may involve sorters learning telegraphy, but in that event full facilities for qualifying will be afforded. The appointments will be subject to one year's probation, but during the first few months of this period candidates will be required to pass an examination in sorting.

**FEMALE SORTERS IN THE G.P.O., LONDON.—**  
Age, 15 and 18. Height, 5ft. Must be healthy, unmarried, or widows. Necessary forms and particulars as to salary and hours from the Secretary,



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Civil Service Commission. Examination subjects are :—Reading and copying MS., writing, spelling, arithmetic (first four rules, simple and compound, including English weights and measures, reduction), geography (of the United Kingdom).

FEMALE TELEGRAPH LEARNERS (LONDON).—Age, 15 to 18. Candidates must be 5ft. in height, without boots. Necessary forms and particulars as to pay and duties from the Secretary, Civil Service Commission. Candidates must be duly qualified in respect of health and character, natural born or naturalised British subjects, and unmarried or widows.

Female officers are required to resign their appointments on marriage.

DUTIES.—The hours of attendance are eight daily. When their turn for admission arrives, learners will have to attend the Telegraph School for four hours a day for a course of instruction in telegraphy, and for the remaining four hours a day will be employed in distributing telegrams, etc., in the Central Telegraph Office. Learners assigned to the London Postal Service will subsequently have to attend the branch post offices to receive instruction and obtain practice in counter duties.

If, after a trial of one month, or any later period of her tuition, it becomes evident that a learner does not display sufficient aptitude for the duties, her nomination or probationary appointment will be cancelled. It must be understood that employment as learner gives no claim to compensation or pension.

FEMALE LEARNERS (PROVINCIAL).—The subjects of examination are the same as those specified for female learners, London (*see above*). When

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qualified, they are promoted as vacancies occur to sorting clerks and telegraphists.

**GIRL CLERKSHIPS IN THE G.P.O., LONDON.**—Ages are 16 to 18. Approximate commencing salary, £35. Necessary forms from the Secretary, Civil Service Commission.

Candidates must be unmarried, or widows, and duly qualified in respect of health and character. Re-vaccination will be required, before appointment, unless the candidate exhibits good marks of primary and secondary vaccination. Candidates must be natural-born, or naturalised British subjects.

Examination is in the following subjects, viz.:

(1) English composition (including writing and spelling), (2) arithmetic (general), (3) geography (general), (4) Latin, (5) French, (6) German (only two of these subjects may be taken), (7) English history, (8) mathematics, (9) shorthand (only two of these subjects may be taken).

Candidates who fail to obtain such an aggregate number of marks as may indicate, in the judgment of the Civil Service Commissioners, a competent amount of general proficiency will not be regarded as qualified.

No candidate will be admitted to examination who does not, at such time as may be fixed by the Civil Service Commissioners, produce an undertaking signed by her parent or guardian, that she will, if successful, reside either with her parents or guardians, or with relations or friends approved by such parents or guardians.

Candidates must be at least five feet in height (measured without boots).

Persons holding situations in the Civil Service must obtain permission of the authorities of their

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department to attend the examination, dated before the commencement of the competition.

Particulars of salary and duties may be obtained from the Civil Service Commissioners.

Girl clerks who, at the end of two years, do not obtain a certificate of competency, will be transferred to the class of female sorters, entering the scale of that class at the salary of which they are then in receipt. Girl clerks, like other female officers of the General Post Office, will be required to resign their appointments on marriage. They must also resign their appointments before competing for women clerkships.

The Postmaster-General draws attention to the fact that the majority of the vacancies to be filled from these examinations are expected to occur in the Savings Bank Department.

WOMEN CLERKSHIPS IN THE G.P.O., LONDON.—Age, 18 to 20. Height, 5ft. (without boots). Commencing salary, about £75. Forms and all particulars as to pay and hours, etc., from the Secretary, Civil Service Commission.

[ED. NOTE.—Some of the post-office salaries have been lately increased.]

### Political Appointments.

THESE are generally in the form of political and electioneering agents for the two great parties in the State. Examinations are held by institutions connected with the political parties, and certificates of proficiency granted. There are many possibilities in this direction, some of the political agents becoming Members of Parliament. The salary paid is generally about £200 a year, the political agent must have a thorough knowledge of

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the laws dealing with registration and elections. These appointments are generally given to men who have taken a keen interest in party politics.

### **Poulterers and Game Keepers.**

**T**HIS is a calling confined to London and the larger cities, except where it is attached to a fishmongers shop, as it generally is in small places. The ordinary demands for business success apply to this business also.

### **Press Cutting Assistants.**

**G**IRLS and women are generally employed in this, and £2 10s. to £3 a week can be earned by capable and intelligent people.

Application for work should be made to one of the press agencies.

### **Prisons Section.**

**T**HERE are many kinds of appointments in addition to the highest paid in our prison, hospitals and State asylums. Application should be made to the Prison Commissioners, Home Office, London, S.W., and to the Civil Service Commission, whose book of appointments is referred to under Civil Service Appointments.

For the particulars of the Prison Service in Scotland apply to the Prison Commission, Edinburgh, and in the case of Ireland to the Prisons Board, Dublin Castle.

For Military Prisons, the Under-Secretary of State, War Office, London, S.W., and for Naval Prisons to the Secretary, Admiralty, London, S.W.

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(1) **Prison Service in England and Wales.**—Applications respecting the Prison Service in England and Wales should be addressed to the Prison Commissioners, Home Office, London, S.W.

Examinations may be dispensed with in the case of persons holding second-class Army Certificates of Education who are candidates for most of the positions, which are as follows:—

(1) *Discipline Office Clerk.*—This position is filled by persons promoted from lower places. There are no specified age limits, and the subjects of examination are: Handwriting and orthography, copying MSS., arithmetic, including vulgar and decimal fractions.

(2) *Farm Bailiff.*—Age limits, 24 to 40. But a candidate discharged from the Army is eligible while under 45, provided his services commenced while he was under 40 and have been continuous. Subjects of examination: Handwriting and orthography, arithmetic (the rule of three, practice, and the arithmetical tables).

(3) *Assistant Messenger.*—Age limits, 14 to 20. Subjects of examination: Writing (including copying MSS.) and spelling, arithmetic (first four rules, money and avoirdupois weight).

(4) *Engineer, Foreman of Works.*—Age limit, 24 to 40. The maximum may be extended in the case of candidates who have served in a permanent capacity in the Prison Service from a time when they were under the maximum limit. Persons who have been continuously employed as carpenters, etc., from a period at which they were under 40 may be eligible for engineers and foremen of works up to 50. Subjects of examination as for assistant messengers (No. 3).

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(5) *Subordinate Officers in Prisons*.—Division I. (i.e., instructing assistant and trade warders, hospital nurse, messengers, artisan, engine-driver, gasman). Age limits, 24 to 42. But exception is made in favour of servants of this or other departments of the public service, who are eligible under 45, provided their service commenced while under 42 and has been continuous. Subjects of examination as for assistant messengers (No. 3).

(6) *Matron, Assistant Matron*.—Age limits, 23 to 40. Subjects of examination: Reading, writing, arithmetic (simple addition and subtraction).

(7) *Subordinate Officers in Prisons*.—Division II. (i.e., civil guard, night watchman, labourer, assistant mechanic, dairywoman, and assistant gasman). Age limits, 24 to 42. But limit may be extended if the person has served in a permanent capacity in the Prison Service from a time when they were under the examination limit. Subjects of examination same as for matron (No. 6.)

### BROADMOOR LUNATIC ASYLUM.

Applications for posts in Broadmoor Lunatic Asylum should be sent to the Superintendent, Broadmoor Asylum, Crowthorne, Wokingham. The positions are as follows:—

(1) *Bailiff and Gardener*.—Age limits, 24 to 40. The subjects of examination are: Writing from dictation, and arithmetic (rule of three and practice and arithmetical tables).

(2) *Chief Female Attendant* (age limits, 25 to 40) and *Male Chief and Principal Attendant* (age limit, 24 to 40).—Subjects of examination are:—Writing (including copying MSS.) and spelling, arithmetic (first four rules, money and avoirdupois weight).

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(3) *Male Attendant* (age, 24 to 40), *Female Attendant* (age, 18 to 36).—Examinations in reading, writing, simple addition, and subtraction.

### PRISON SERVICE (SCOTLAND).

Applications for positions in the Prison Service (Scotland) should be sent to the Prison Commission, Edinburgh. The situations are :—

(1) *Foreman of the Works*.—Age limits, 24 to 40; but may be extended for persons who have been permanently employed under the Scotch Prisons Department from a time when they were under the maximum limit.

(2) *Male Warder*.—Age, 24 to 40; but may be extended to 45 if candidates, while under 40, have served in the Army, Navy, or as hospital attendant or as a prison officer.

(3) *Stewards' Porter and Manufacturers' Porter*.—Age, 21 to 35, except those who have served in the Army or Navy, who may deduct from their age any time which they may have served. And candidates who have been continuously employed from the time when they were under 35, with a certificate of the Civil Service Commissioners, in a situation qualifying for pensions, may be employed up to any age.

Subjects of examination for above posts: Writing (including copying MSS.) and spelling, arithmetic (first four rules, money and avoirdupois weight).

(4) *Female Warders*.—Age, 22 to 36. Examination in reading, writing and arithmetic (addition and subtraction, simple and of money).

(5) *Prison Guard*.—Age, 22 to 40. Examination in reading and writing.

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### PRISONS SERVICE (IRELAND).

Applications for posts in the Prisons Service (Ireland) should be addressed to the Prisons Board, Dublin Castle.

The positions are :—

(1) *Warders*, permanent or temporary (age, 20 to 30), with an extension for persons certificated by the Prisons Board to have a practical knowledge of a trade. Those who have served in the Army, Navy, Royal Irish Constabulary or Dublin Police may deduct from their actual age the time they have so served, and those who, since they were under 30, have been continuously employed with a certificate of the Civil Service Commissioners in a situation qualifying for a pension may be admitted up to any age. The subjects of examination are: Writing (including copying MSS.), spelling, arithmetic (first four rules, money, and avoirdupois weight).

(2) *Matron and Assistant Matron*.—Assistant matron employed as hospital nurse, temporary assistant matron, and hospital nurse (age, 20 to 40), keeper of lock-up (age, 20 to 42), with extension for persons who have been in the Prisons Service or in the Army or Navy. Examination in reading, writing and arithmetic (simple addition and subtraction).

Applications for situations in Dundrum Asylum should be addressed to the Governor, Criminal Lunatic Asylum, Dundrum, co. Dublin.

The posts are :—

(1) *Head Male Attendant* (age, 24 to 40), with provisions similar to those relating to warders in the Prisons Service (Ireland). Examinations same as for wardens under Prisons (Ireland).



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(2) *Male Attendants* (including charge attendants, tradesmen's attendants, gardeners, gatekeepers, stokers and fitters), and *Head Female Attendants*. Age limits, 24 to 40, with provisions as for head attendant. For male assistant attendant, and female charge attendant, including head laundress, the age limits are 20 to 30, with provisions as above. Female attendant, including assistant laundress, are required to be between 18 and 28, with provisions as above. Subjects of examination for these posts: Reading, Writing and arithmetic (addition and subtraction, simple and of money).

### MILITARY PRISONS.

For posts in these apply to the Under-Secretary of State, War Office, London, S.W. The situations are:—

(1) *Schoolmaster Warder, Warder, Assistant Warder*. Age, 25 to 45, *Assistant Warder at Barbadoes*. Age, 25 to 48. Examination in reading, writing and arithmetic (simple addition and subtraction).

(2) Other subordinate posts, including *Night Watchman, Cook, Gatekeeper, Messenger*. Age, 25 to 45. There is a simple examination in reading and writing.

### NAVAL PRISONS.

For posts in these apply to the Secretary of the Admiralty, London, S.W.

The situations are:—

(1) *Schoolmaster Warder*. Age, 25 to 50. Examination in English composition (including writing, spelling and grammar), reading, arithmetic, Scripture history.

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(2) *Assistant Warder* and other subordinate officers. Age, 25 to 45. Examination in reading, writing and arithmetic (addition, simple, and of money). Selected candidates are appointed for a year on probation. Instruction in their duties is given for the first four months. The rates of pay are as follows:—

(1) In Local Prisons:—Male assistant warders from £60-68; females, £45-50. Warders, male, £70-78; female, £55-70. Principal warders, male, £85-93; female, £70-80. Chief warders, male, £93-150; female, £100-120.

(2) In Convict Prisons:—Male assistant warders, £40-83; female, £50-65. Warders, male, £83-90; female, £66-75. Principal warders, male, £93-105; female, £76-85. Chief warders, male, £115-195; female, £95-145.

There are also free quarters, or an allowance instead, with uniform and medical attendance in addition to these rates of pay.

### PRISON CLERKS.

Age, 18 to 22. Examination fee, £2. Subjects: Writing, orthography, arithmetic, bookkeeping, English composition, indexing and docketing and digesting returns. Salary, £70 to £200. Competition is limited to established prison servants.

These salaries obtained in normal times, but lately many of the amounts have been increased.

### Railways Section.

THE railway service offers an abundance of opportunities for all classes. Many of the leading railway men of the day have risen from the ranks, and whilst all who enter the service cannot expect to fill the higher positions, the chances

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which are likely to fall to one under ordinary conditions can be pretty accurately gauged by a discerning individual early in his railway career, and if an aspirant possessing something above the average intelligence finds himself side-tracked into a rut from which his abilities fail to extricate him, the best thing to do is to seek some other sphere for his activities before his progress is endangered by disappointed hopes.

Generally speaking, there is always room for the proficient man, and a railway servant, whatever his grade, can learn much from an intelligent perusal of the various periodicals published on railway matters, and keep himself *au courant* with the principal events, changes in methods and practices, and other points of moment which are constantly arising.

The railways of to-day are thoroughly organised bodies, and progress in them depends entirely upon one's personal effort. The boy or the man who wants to get on must not be afraid of work. He must be no clock-watcher; indeed, the less he knows about clocks—excepting in relation to the working of the trains—the better.

Diligence is the main line to success, and the really industrious and capable man is seldom out of his proper place.

The railway service is divided into two principal departments—the traffic and the engineering.

The one deals with the movement of the trains, and is responsible for the earnings of the company; the other, which is the spending department, deals with the upkeep of the rolling stock and the permanent way, and is responsible for the mechanical efficiency of the engines and carriages, and for the steel road upon which these run.

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Under the two heads mentioned we have on the one side, the superintendent of the line, alias traffic manager, alias traffic superintendent; and the goods manager or goods superintendent and the station staff (both clerical and uniform), and the train staff (passenger and goods) come under the supervision of one or the other of the officers named.

On the other side there are the locomotive superintendent, the carriage superintendent and the chief engineer. The first two control all branches of the construction and repair staff in their respective sections such as fitters, machinists, carriage and wagon makers, and so on, whilst the last-named supervises the platelayers, the mechanical staff in the signals and telegraph sections and the staff employed on building construction.

The staff in the engineering branches comprises skilled and unskilled workmen, and those of the former grade have to serve an apprenticeship. The wages are good, but the positions are those of workmen only, although men who possess the aptitude for controlling others have the opportunity of becoming foremen and inspectors.

The higher posts in the department fall to men of good education, whose apprenticeship (including work at the bench, the anvil and in the drawing office) has been thoroughly and supplemented by knowledge gained at one or other of the many technical colleges and institutes.

The work of administration falls to the general manager, and in railway organisation he is immediately responsible to the board of directors for the policy pursued. The heads of all departments are answerable to him for their procedure, and to fill his position satisfactorily he must be a man posses-

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sing expert knowledge of railway working and finance.

The position of secretary is a highly paid one, but this officer is seldom concerned with the actual working of the railway, his functions being to record the proceedings at all the meetings of the Board, deal with all matters touching the stocks and shares of the company and the dividends, and advise upon the finances of the company, more especially on questions relating to the exchange and transfer of railway stocks.

Other officers are the accountant, the stores superintendent, the estate agent. All of these have their own staffs, including assistants, where the work, as in the case of the larger railways, is heavy.

The successful railway man's career begins in his youth. He may have commenced as a boy clerk, a humble sorter of tickets, a van lad, or perhaps a messenger at a few shillings a week, and risen by sheer ability and foresight through perseverance and hard work to the position of general manager or secretary, or traffic superintendent, or other of the administrative or executive offices.

When the boy enters for a clerical position he must undergo a simple examination, and if he passes his name is put on the waiting list for appointment when his turn comes.

There is usually a short probationary period before actual appointment, after which the novitiate progresses according to a fixed scale. He rises by annual increments, after qualifying examinations, until reaching £100 or perhaps £120 per annum, and from this time onwards his fate is more or less in his own keeping.

He should ever be on the alert; he has probably

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some goal which will satisfy his ambition, and he should make for this, but, as has already been indicated, he would be ill-advised to wait to fill "dead men's" shoes if an opportunity in another direction outside the railway service were to come his way.

There are many clever men who from various causes never rise above mediocrity. Initiative is a valuable asset to the railway man, and the cultivation of this will, with other qualifications, be found to be of immense benefit.

For particulars apply at the General Manager's Office of the railway selected.

Privileges.—Holiday passes, privilege tickets (quarter-fare for return journey), superannuation, pensions, sick benefits, etc.

### Clerkships.

#### THE GREAT NORTHERN RAILWAY COMPANY.

**A**PPLICANTS for probationary clerkships must be between 15 and 18. A probationary clerk who has served at least one year and attained the age of 18 will be eligible for a junior clerkship. For full particulars application should be made to the Secretary, King's Cross Station, London, N.

#### LONDON AND SOUTH-WESTERN RAILWAY.

Age, 14 to 19. A candidate for employment as a junior clerk, after obtaining a promise of nomination from one of the directors, will be entered on a list and called up for examination when his turn arrives. He will be examined in elementary subjects as follows:—Arithmetic (including decimals and proportion), composition, writing from dictation, and English geography. Good handwriting and correct spelling are essential. A knowledge of

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shorthand is desirable for appointment in any of the chief offices. A candidate must be in good health and vaccinated, as to which he will be examined by the company's medical officer. A certificate of birth must be produced before the candidate is passed into the service.

In the chief offices a candidate will be allowed one month to qualify. In the traffic department a candidate must qualify in telegraphy, for which purpose he will be allowed two months trial. If not reported efficient within that period, he may, in the option of the directors, be allowed another month, after which he will be rejected if still found inefficient.

The pay during probation will be at the rate of 10s. per week. After probation the scale is as follows: First year £30, second year £35, third year £40, fourth year £50. After the fourth year, and on promotion to a full clerkship £60, which, in the case of clerks in London, will be increased to £70 at the end of another year, if recommended by the head of the department. Increase of pay thereafter will depend upon opportunities of promotion and merit. Candidates must be prepared to devote their whole time and attention to the company's service, and clerks at 20 years of age must join the company's superannuation fund. Junior clerks will be required to give security for £100, and clerks at the age of 21 for £200, by personal bonds to the company.

#### GREAT SOUTHERN AND WESTERN RAILWAY COMPANY, IRELAND.

Appointments to the company's service are now made by open competition. In all departments probationary clerks, between the ages of 16 and 18, will be employed after passing a competitive

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examination up to a certain standard. The examinations will be held in Dublin, and will be advertised three months previous to taking place. Each candidate must apply to the secretary, giving proof of age, satisfactory references, and paying a fee of 10s. He will then appear before the committee of the board for approval, as to character and suitability, before going up for examination.

Two independent examiners will be appointed—one a Roman Catholic and one a Protestant—to examine candidates in ordinary school subjects—viz., (1) Latin (Virgil—*Æneid*, Book VII.), or French (Molière—“*Le Bourgeois - homme*”), or German (Riehl—“*Culturgeschichte Novellen*”); (2) English composition; (3) geography, with particular reference to the geography of the United Kingdom, including knowledge of the lines of communication; (4) arithmetic (all branches); (5) algebra (including quadratic equations).

In the languages, in addition to the prescribed books, prose passages will be set for translation at sight into English, and passages of English for translation into prose in the several languages. Grammar questions may be asked. All candidates will be given a number under which alone they will appear for examination. Successful candidates will have to pass the company's doctor. Probationers will be paid a salary at the rate of £40 per year, and a report of progress and fitness will be furnished from time to time by the head of the department as to their suitability for retention in the company's service. After the first year probationers are to qualify for entrance to the permanent service, by passing an examination up to a certain standard, which will be held by an examiner from



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another railway company, covering the work in which they have been occupied during their probationary period, and including shorthand and book-keeping. Further information may be had from the Secretary, Kingsbridge, Dublin.

For particulars of vacancies on the clerical staffs of other railway companies, written application should be addressed to the Secretary at the Chief Office in each case.

The salaries given are normal salaries, but lately many of the amounts have been increased.

### RAILWAY CLEARING HOUSE.

The staff consists of over 2,000 clerks. Application for a berth as junior or apprentice clerk must be made to the Secretary, Railway Clearing House, Seymour Street, N.W. The Irish Railway Clearing House is in Kildare Street. Dublin. Candidates who are approved by the secretary have then to pass an examination in ordinary clerical subjects.

### Railway Carriage & Wagon Makers.

**A**PPRENTICESHIP, fairly general, lasts four or five years. The wages run to about 32s. per week in contract shops, for adults, and in colliery districts about 30s. per week. Application should be made at a works in the applicant's neighbourhood.

### Rent Collecting.

**I**NTRODUCTION to the landlord is necessary.

A bond as to honesty is usually required, which is to be procured through one of the companies which guarantee the honesty of employees. Remuneration varies, but most frequently it takes

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the form of a 5 per cent. commission on the amount of rent received.

### Runners.

**T**HIS does not refer to harriers and people who run for silver cups, but to the men who are employed in ports such as Liverpool and Cardiff; as a rule they are men who were at one time officers on board large ships, and who are known to captains, officers, and stewards of ships.

The runner is a servant of a ship chandler, and his business is to watch the ships as they come into the dock to make the acquaintance of the captain or the steward and to secure the order from the ship for provisions and other things which will be necessary whilst the ship is in the dock and for the new voyage. The runner specialises in languages, so that the man who knows Scandinavian and German languages makes a special feature of Scandinavian and German ships, and a man who knows French, Italian, or Spanish devotes special attention to the ships of those countries. A runner who keeps sober can earn about £6 per week.

### Salesmen (Market).

**A**PPLY for a situation to a salesman in one of the markets connected with the large towns or cities. A boy would get a start as a junior in the office at about 10s. per week, rising to about 30s., in the course of about four or five years. If appointed assistant salesman, wages may be a little higher, with a bonus on the sales. Attendance at market is required early in the mornings—in some cases at 3 a.m.—but the bulk of the work is usually finished before one in the afternoon. To start as a salesman a capital of £200 or more is necessary,

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and it is advisable to have a connection with growers and importers before commencing, or, at least, to be assured of a measure of support in this direction. Sometimes an opportunity occurs for buying a business already established, and if this can be done it is much the best way, as it is not always possible to get a stand in the large markets without waiting. The stands are usually let on a weekly tenancy. Notwithstanding this, when a business changes hands, a considerable sum of money is demanded as goodwill, which all goes to show that the calling is by no means unprofitable. The above remarks apply more particularly to fruit and vegetable salesmen, but they may be taken to indicate the position as also representing meat and fish salesmen. The hours of work are irregular, but there is a *sangfroid* in the situation which obtains hardly anywhere else.

### Scientific Instrument Dealers.

THESE appointments and situations are divided into dealers in (1) chemical apparatus, (2) electrical apparatus, (3) radiographic apparatus, (4) optical apparatus, (5) meteorological apparatus, and (6) physical apparatus. The goods in each of these divisions are usually sold in combination with some other business, such as chemists, etc. The profit in scientific instruments, as a rule, is 25 to 33½ per cent., which sounds good enough, but is none too much when breakages are taken into account.

*Electrical Apparatus.*—A fairly good show may be made of goods in this line for an outlay of £10, as a side line. A beginning should be made with the electric bell. Portable invalid bells and batteries, selling at from 1s. 6d. to 7s. 6d. in various

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makes, should be stocked. Accumulators cost from 10s. (for the pocket) to £7 for a six-cell, seven-plate battery, with a capacity of forty-five ampere hours. Spare parts and copper wire must be stocked. Magnets, magneto-electric machines, and telephones must not be forgotten. The electrical-apparatus dealer must also continually watch for novelties, which are always cropping up, and which sell best when they first make their appearance.

*Radiographic Apparatus.*—This department should be combined with (No. 2). There is a tendency to development in the sale of apparatus, especially of the "hobby" kind, for generating X-rays, and it should be carefully watched by the dealer. It must be looked upon as a growing branch of photography, although no camera or lens is used, for the plates are developed in the same way.

*Meteorological Apparatus.*—Thermometers, barometers, rain gauges, anemometers, sunshine recorders, weather glasses, and hygrometers, are the main articles to deal in in this line. It should be combined with the business of an optician.

*Physical Apparatus.*—Under this head are included water stills, milk testers, hydrometers, alcoholometers, saccharimeters, polarimeters, urinometers, and argentometers; tintometers, nitrometers, photometers, pedometers, micrometers, and viscosimeters, cement testers, flashpoint apparatus, air pumps, theodolites, sextants, and compasses.

These articles serve to show the various directions in which the scientific-instrument dealer may develop his business, for the particular locality in which he trades is certain to offer him an opportunity in one or other of the articles mentioned.

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Every locality has its own atmosphere in these matters, and it must be studied.

### The Schoolmaster & Schoolmistress.

THE present time is peculiarly favourable for boys and girls desiring to enter this profession, as the financial and social position of the School Teacher has now considerably improved.

Under the Act of 1902 school boards were abolished, and education was placed under the administration of the municipal county or borough council. By the first method the boy or girl may begin as a probationer, and teach lower standard pupils at the direction of an older teacher.

Such probationers must be fourteen and not over sixteen years of age. They must attend a secondary school or a preparatory class at a pupil teachers' centre for two years at the cost of the Education Authority. At fifteen he must sit as a candidate for a pupil teachership. On passing the examination he is bound to serve two or three years at a commencing salary (varying with the district) of about 5s. a week, advancing by 1s. or 2s. a week each year. The examination for King's Scholarship must be passed. The subjects are: Reading, recitation, writing, arithmetic, English (the study of special works), composition, geography, history, elementary science, drawing, music (elementary theory and singing—optional), algebra, and Euclid (compulsory for boys), a language (optional).

Each candidate who obtains a first or second class certificate is entitled to two years' training in a training college on a payment of £30 entrance fee. While at the college the candidate must be kept clothed by his parents, the Government contributing £100 in case of males, and £70 in case

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of females. Having passed an examination they are appointed as assistants in a school under their local authority, with an average salary for masters of £112, and for women of £80 15s.

By the second method, the candidate who is under eighteen and has passed the Oxford or Cambridge Junior Local, the College of Preceptors, second-class certificate examination, or certain other examinations, is not asked to pass the King's Scholarship Examination; but is apprenticed for one, two, or three years, provided that such shortened term does not end before the candidate's eighteenth birthday. If on the staff of a school, the candidate proceeds in due course to the certificate examination.

By a third method, the candidate who is over eighteen years old and has passed one of the qualifying examinations, is entitled to act as ex-pupil teacher at a salary for women of £50 to £60, or for men of £65 to £80.

Candidates who wish to obtain full particulars of appointments under their local council should apply to the secretary of the education committee.

For the terms and conditions affecting the metropolitan area application should be made to the Education Officer, Education Offices, Victoria Embankment, London, W.C.2.

### Silk Mercers.

A GOOD all-round experience of this very profitable business can be gained on the silk side of a large drapery stores. If possible, some experience should be added from, say, a year's service in a house in Paris. Having proved his efficiency and obtained the confidence of the manufacturers, the tyro should, with a capital of say £1,000 or

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£2,000, open a shop in the best part of the town. The premises should be fitted up in a manner calculated to display the stock to the best advantage. As to the stock, this will vary. Japanese silks should be stocked in several of the choicest colours, with some of the cheaper velveteens and English silks to catch the cheaper market. But the dearer-priced stocks should include black silks, coloured silks, moires, satins, Irish poplins, etc. In finding business, an acquaintance with a wide circle of fashionable dressmakers and milliners is necessary. With a good knowledge of the vagaries of fashion, and a capacity for forestalling them, the young silk mercer should turn his stock over at least three times a year. It is a good line for profits providing you can do a good business.

### Silver and Electro-Plate Dealers.

THIS is a branch of a jeweller's business, as, except in very favourable conditions of capital and situation, a shop exclusively dealing in silver and electro-plate goods would not pay. When adding this department to his business, the jeweller has to consider the neighbourhood in which he is placed. In a well-to-do, middle-class district, articles of good quality, not expensive in price, would be required. In a poorer neighbourhood, goods of lower price and quality, though of an attractive appearance, would be necessary. A study of the "Watchmakers' Jewellers', and Silver-smiths' Journal" will afford a good idea of the quality of goods manufactured, and the names of the makers or selling firms. Owing to the depreciation to which silver goods are subject, due to atmospheric conditions, a profit of 50 to 100 per cent. has to be obtained to make the business a

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paying one. A licence has to be taken out by dealers in silver plate.

### Solicitors.

**A**RTICLES of clerkship with a solicitor is compulsory. The subjects of examination are:

Writing from dictation, writing a short English composition, arithmetic, algebra (up to and inclusive of simple equations), and Euclid, books i. to iv. (proofs other than Euclid's will be accepted, and simple riders will be set), geography of Europe, and history of England; Latin—elementary—and any two of the following languages: (1) Latin; (2) Greek (ancient); (3) French; (4) German; (5) Spanish; (6) Italian. No candidate is obliged to take up algebra and elementary geometry; but, if any candidate elects to do so, he may take up these with one only of the languages. Passages are given for translation at sight, with the assistance of a dictionary, with which the candidate must provide himself. The examinations are held at the Law Society's Hall, Chancery Lane, London, W.C., and also, generally, at the following towns: Birmingham, Bristol, Manchester, Liverpool, Newcastle-on-Tyne. Intending candidates should write for full particulars to the Secretary, The Law Society, Chancery Lane, W.C.

Exemptions from the preliminary examination are allowed to graduates and those holding Matriculation Certificates of Universities. In the latter case, a pass in Latin is essential. After passing the preliminary examination, the candidate becomes articled to a practising solicitor. The usual period of service under articles is five years; but for graduates of universities who are exempted from the preliminary examination, and for persons



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who have been called to the Bar, and are of less than five years' standing as barristers, the period is three years. Articled Clerks, bound for four or five years, may serve one year with a London agent and one year with a barrister or special pleader. Those bound for three years may serve one year with a London agent and one year with a barrister or special pleader. Those bound for three years may serve one year with a London agent, but they cannot serve any part of the term with a barrister or special pleader. The stamp duty on articles is £80, and on further articles, 10s. Solicitors taking articled clerks charge a premium, which varies according to the standing of the firm. Those intending to enter into articles can ascertain the amount of the premium from the solicitor with whom they propose to serve. Solicitors' clerks, who have shown ability and made themselves indispensable to the firm, may have their articles given to them, and thus secure admission to the profession, providing they pass the examinations, a practice which has obtained pretty largely.

### Sporting Goods Dealers.

WE are a nation of sportsmen and players, and this ought to be a good line for a pushing man. An assistant in a large business is best fitted to open a shop. He has the trade experience necessary; but to this should also be added an intimate knowledge of all games and the regulations controlling them. There are several months in the year when the demand for games and sporting goods is almost dead. But there is no reason why a business exclusively dealing in these goods should not be profitably run, if the conditions are favourable, and the investor has his business at his

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finger-ends. About £100 is all that is required for laying in an assorted stock of tennis requisites, cricket balls, bats, nets, footballs, golf clubs, etc. Indoor games should be made a strong feature in the winter. Children's games should never be lost sight of, and a good assortment of marbles, tops, skipping-ropes, shuttlecocks, etc., should be displayed. All schools should be visited in the neighbourhood, and residents with large families should be noted, and circulars sent to them. Care should be taken that the goods should not deteriorate through atmospheric changes. As to profits, 25 per cent. should be earned on the turnover. To learn this business a lad should get a job in an establishment where athletic outfits are manufactured. If he goes from these to a large retailer's he will gain sufficient experience enough to carry on business on his own account.

### Stage (The)

THIS is a profession which exercises a great fascination for some minds; but in practice it will be found one of the most arduous and difficult in which to succeed. The chief essentials for success are the power of imagination and intense study. Dramatic action, elocution, and deportment are taught by various teachers; and in London there are numerous dramatic academies where lessons are given in the art of the actor, at fees varying from five to twelve guineas. Ladies who have no speaking part, but merely "walk on," are paid about £1 a week; male supers get about 2s. for the evening. An actor or actress with a speaking part gets a salary of about £2 or £3 per week; an actor of some talent may get £4 or £5. For parts in musical plays a voice test has to be passed,

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and a salary of about 40s. or 50s. is paid. In travelling companies the pay varies, but the general salary for less major parts is 40s. per week. Leading actors and actresses get fabulous salaries in comparison with the small fry—but, on the whole, it is a heart-breaking profession.

### Stationers.

**S**TOCK, a good pitch, and plenty of patience and smiles are wanted for success in this business. A small stationery business may be started by anyone who has a little capital, and has had experience in, say, a good retail shop, or even in a good office, or as store or warehouse clerk. Bookselling, book-lending, and newspaper selling are often adjuncts to a stationer's shop, and, to the man with a systematic mind, a good business head, and a liking for a clean trade, the work should prove pleasant as well as profitable. The shop should be fitted up attractively, and the window-board should be changed frequently. Do not let the things shown get dusty. Nothing repels so much as an untidy window display. If in a good neighbourhood, there is good profit in booklending; twopence a volume is generally charged for the loan of a book for a fortnight. Let the customers pick from the shelves; but see that the entering of names, addresses, and fees is carefully done. Fountain pens should be stocked. Artists' materials should not be neglected, and the obtaining of books from publishers on customers' orders should be made a feature of. With many provincial and suburban stationers this is often made too difficult a job. Try to satisfy all your customers. Get into touch with a competent printer who will do printing for you, allowing a fair profit. Die-stamping on letter

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paper, and the printing of wedding, menu, and the numerous other cards will add to business. This work the stationer gets done at trade houses, who will supply books of specimens, and allow 33½ per cent. off printed price lists.

### Stockbroker.

**S**MARTNESS guides the stockbroker. A post in a stockbroker's office is generally obtained by personal recommendation. Two years have to be passed as "house clerk," and another two as "settling-room clerk." This apprenticeship is to be borne at the clerk's own expense, for no salary is paid. After this the clerk may be nominated a member by the committee of the Stock Exchange—London or provincial—at which he has worked; or if he acquires a share, value about £250, he can buy a nomination, which costs about £100. He may then become a fully-qualified clerk, but his salary would only be nominal, say, £80 or £100. He would look to commission on business he brings to his employer for adding to his income. A large amount of capital is required to begin business as a stockbroker on ones own account.

### Surveyors.

**T**O pass the preliminary examination of the Royal Institute of British Architects, or of the Surveyors' Institution, is desirable before an apprenticeship is entered. Alternatively, there may be attendance at a school of architecture and surveying, ending in a certificate. (For examination and fees of the Royal Institute of British Architects, *see under Architects*.) Pupils are generally articled for three or four years, at a fee of, usually, 100 guineas. A pupil may also enter an

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office as improver or assistant, getting a salary of £50 a year, or, in the latter post, from 30s. to £2 10s. a week. The examination of the Surveyors' Institute, 12, Great George Street, London, S.W., is divided into preliminary, intermediate, and final. The two latter are divided into three sub-divisions, according as the candidate desires to specialise in land agency, valuation, or building and quantities. Fees for the examinations, £7 7s.

A surveyor is usually remunerated by a percentage on the value of the building erected. Posts under municipal, county, and district authorities are open to the professional surveyor with the necessary qualifications, with salaries, for assistants, of £120 to £225; for chief surveyors, £500 to £600. There are also well-paid posts open to surveyors in the Civil Service, as, for instance, assistant examiners in the Office of Works (age limits, 23 to 30), and assistant architect and surveyor (age, 23 to 35). There is also the post of county surveyor (Ireland), age limit, 26 to 40). The examinations are such as an ordinarily equipped surveyor could pass. The salary ranges from £250 to £600. Candidates must have served three years under a civil engineer, architect, surveyor or builder, and pass an examination in the following subjects: Arithmetic, algebra, mensuration, quantities, estimating and valuing, specifications and contract, chain surveying and levelling. Optional—Trigonometry, and one modern language. Other posts are: Surveyor and draughtsman, Irish Land Commission (age limit, 21 to 28). Examination fee, £1. Candidates must pass in handwriting and orthography, English composition, arithmetic, algebra (binomial theorem and logarithms), Euclid, plane trigonometry and men-

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uration, land surveying and levelling. Salary, £150 to £300. Another post open to surveyors is that in the Public Work's Office, Ireland, Architects and Law Branch. Age limits, 18 to 30. Examination fee, 10s. each. Preliminary examination in handwriting, orthography and arithmetic. Competitive examination in perspective, construction and drawing. Salary, the same as for second division clerks. There is also an appointment in the Valuation Office, Ireland. Age limits, 22 to 28. Examination fee, £3. Subjects: English composition, land surveying and arithmetic, and either architectural surveying and rating or practical farming. Salary, £120 to £450. But salaries fluctuate. A good salary is paid by good firms.

### Telephone Call Offices.

PROVIDED the Post Office Telephone Controller considers the shop is in a convenient quarter, any tobacconist, hairdresser, stationer, or other shopkeeper may materially add to the probabilities of increasing business by having a telephone installed on what is called message rate terms. In the London area, the shopkeeper pays the Post Office about £5 a year, and deposits 30s., which is to cover calls. The shopkeeper then charges what fee he chooses to customers or others who desire to send messages. Usually, the fee in London is now threepence for three minutes' conversation. This shows a fair margin of profit. In the provinces the same system may be followed; though, owing generally to the customers being fewer, the profit is not so great. As a rule, of course, profit is to be looked for from the greater chance of doing business in the shop itself.

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Usually, under the above system, messages are only sent, not received through the telephones installed, except to the shopkeeper himself; but arrangements can be made to send and receive messages.

### Translators.

A GOOD knowledge of French, German, and other languages is necessary. Publishers issue translations of books by Continental authors. The work is well paid. A qualified person may get employment on the staff of one of the translations bureaux. These offices translate letters and documents for people having correspondence with foreign countries. Articles in foreign journals are translated for the columns of special or trade journals published in Great Britain. A good translator with a knowledge of the businesses mentioned may make a good addition to income.

### Typewriting Office.

THERE is always a demand for typewriting.

To set up in business a typist should command capital for hiring of machines and office fittings. Machines should be of the best makers, and can be procured by hire purchase. A duplicating machine will cost about £15 15s. A mimeograph with accessories will cost about £3. Dictation into a phonograph or graphophone is becoming a routine with some business men. An Edison commercial phonograph costs £15 with records; a Columbia costs £10.

**Typists. (Female) in Government Departments.**

**F**EMALE typists are employed in the following :  
Board of Agriculture (England), Department of Agriculture (Ireland), Colonial Office, Customs, Foreign Office, General Post Office, General Register Office (England), India Office, Inland Revenue, Local Government Board (England), Local Government Board (Scotland), Office of the Secretary for Scotland, Principal Probate Registry, Treasury and War Office (including Royal Army Clothing Depot).

The subjects of examination for these situations are : Writing, spelling, copying manuscript, arithmetic (first four rules, simple and compound, including English weights and measures, and reductions), and typewriting.

Candidates must pass in all five subjects, and shorthand may be added if required by the department by which the candidate has been nominated. The limits of age are 18 to 30.

Examinations for the situation of female typists do not take place at fixed intervals, but are held from time to time as candidates are nominated to fill vacancies. The right of nomination is usually vested in the head of the Department in which the vacancy exists.

For all particulars relating to the appointments write the Civil Service Commissioners, Burlington Gardens, London, W.1. •

**Window Cleaning Business.**

**T**HIS business is one of necessity, and one of the few that require no special training. There is plenty of scope for opening out as a window cleaner. To begin, all that is required are a few ladders, buckets, window leathers and cleaning



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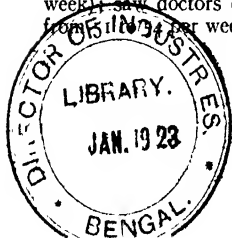
cloths. Calls should be made at the houses, and with hard work and strict attention to orders, together with a desire to do the work well, it will not be long before your business increases. A steady man proceeding on proper working lines ought to be able to make from £150 to £200 a year.

### Wine and Spirit Merchants.

A SMALL beginning may be made with a modest-sized shop in the main road of a suburb of small houses. Shelving and bins should be fitted up. A cellar will be necessary for storing, and an outhouse for crates and empties. Generally, the business consists in selling liquids put up in bottles, etc., by the proprietors of well-known brands in wines and spirits. This, however, can only be done under laws which are very strict. Particulars of what these laws are, and the duties payable in respect of each licence, can be obtained at the local Excise Office. The profits will not average higher than, say, 15 per cent., competition being very keen among makers of beer, wines and spirits. Boys are employed, and may be paid from 5s. to 10s. per week in addition to having ample opportunity of learning the retail business.

### Woodworking.

FOR saw mill operatives, four years' apprenticeship is usual. The wages are 12s. to 20s. per week; sawyer's wages, 7d. to 9d. per hour; machine-men, 7½d. to 10½d. (hours 51 to 54 per week); saw doctors earn from 36s. to 40s. (hours from 41 to 54 per week).



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